

CPC Greeters

1. **Please arrive at least 1/2 hour before the service, and wear your name tag.**

2. **Duties before** people arrive:

Unlock the large outside door and open the padded doors going into the sanctuary if they are closed.

Turn on the lights: switches are located between the 2 padded doors on the wall in the entryway (narthex). If it is warm, you can also turn on the fans (switch located just inside the sanctuary by the back left pew).

Check temperatures...if not appropriate, speak to the minister or elder.

Do a quick check of the pews .. hymnals and bibles stacked neatly and no trash?

Check Sunday bulletins (should be on table in narthex). If not there, speak to the minister. Also make sure there are church "information flyers", welcome name tags for any new people (if they wish to wear one), and a pen on table in narthex.

Can also check supply of children's bulletins and crayons to hand out to kids.

3. **Greet all people** as they come in with something like, a "Welcome", "How are you?", or "We're very glad to have you with us this morning."

****Most importantly:** Welcome any newcomers!! You can introduce yourselves and ask them to sign the guest book and wear a visitor's name tag if they wish. If they are new to our church, you are the first line of welcome! Possibly try to introduce them to a few members of the congregation, and if you feel it is appropriate, point out church information flyers in the pews, or give them a blue welcome brochure as well as a Sunday bulletin. (At CPC we do not usher people to their seats but they choose where they want to sit.)

4. **When service begins**

Close 2 padded doors if it is very cold outside (they prevent drafts)

If possible, please sit in the two back chairs to offer assistance to any late comers.

5. **The offering** is collected by the greeters:

After the minister calls for the offering, the two greeters walk forward to the communion table, and take offering plates (they will either be handed to you by the minister, or are on the communion table, or the steps next to the lectern.)

To collect the offering: each greeter starts at front outside pew and works to the back. Wait for each other and then walk to the front and start on the inside pews working to the back (it is less confusing if you each collect half way across each center row).

Wait for the end of the offering music, then walk forward during the doxology (usually "Praise God from whom all blessings flow"), and stand in front of the minister. Wait for him to say a blessing and then put the offering plates on the communion table (if there is no communion), or set them on the steps if there is, and return to your seats.

6. **At the final hymn**, quietly open padded doors if they were closed (using small door jams on the floor) and also open outside door if it's a nice day.

7. **Following the service**

Straighten hymnals and bibles and generally check pews for trash, old bulletins.

Turn off all lights and fans, lock outside door and double check lock!! **THANKS!**