

GREETER DUTIES

Only two Ushers are assigned; therefore, the Greeters have the added responsibility of passing the collection plates.

Reminder: Please be at the church 30 minutes before worship begins.

Before the service, please:

1. Make the coffee in the kitchen first. Directions for making the coffee are posted on the wall next to the coffee pots.
2. Make juice for children. Dry powdered juice is in the upper cabinet next to the refrigerator. Use pitchers to the right of the sink.
3. Put water on the stove for making tea.
4. Put coffee mugs, creamer, sugar, napkins, four to five spoons, plastic juice cups, tea bags, etc. on the rolling pushcart located in the kitchen.
5. Put on your nametag.
6. Warmly greet those coming into the sanctuary, paying particular attention to newcomers who should be asked to sign the Guest Book listing name, address, and telephone number.

Note: If you use the last of any items, please add to the grocery list on the bulletin board by the kitchen door to Crosier Hall.

During the service, please:

1. Stay at the back of the church for the first ten minutes of the service so you can greet any latecomers.
2. Assemble at the back of the sanctuary for the offering collection as the Lord's Prayer ends. (Bring your bulletin with you as you may wish to take part in the dedication prayer.)

The two people collecting offerings from the left side of the church should stand one behind the other on the left side of the center aisle. The two people collecting offerings from the right side of the church should stand one behind the other on the right side of the center aisle.

Proceed down the center aisle, two-by-two, to the front. The first two people go around the front pew to the outside aisles. The next two people turn in the center aisle. Collect offerings from the front of the church to the back, sending the plate from one end of the pew to the other, if the pew is full of people.

Wait at the back of the church for the organist to play the Doxology. Proceed forward, two-by-two, and form a semi-circle before the minister. After the prayer, hand the plates to the minister, turn, and go back up the center aisle to

your pew, except on Communion Sunday, do not hand the plates to the minister, but instead take the plates to the back of the church.

3. During the last hymn, go to the kitchen and place the coffee pot, teapot, and juice container on the rolling pushcart. Roll the cart into Crosier Hall.

Following the service, please:

4. Serve parishioners coffee, tea, juice and goodies (if you brought some).
5. When all have finished their drinks, roll the pushcart to the kitchen. Use the dishwasher to wash cups and spoons. Wash the coffee pot, teapot, juice container, etc. Put all back where you found them.
6. Turn lights out in the kitchen.
7. Turn lights out in Crosier Hall.
8. Check to make sure lights are out in the church.
9. Close any windows that may have been opened in the sanctuary or Crosier Hall.
10. Close the doors to the sanctuary and Crosier Hall.
11. Make sure the water faucets are off in all of the bathrooms.
12. Lock outside doors at front and back of the church.

If you have any questions, about these responsibilities, feel free to ask for help or call someone who has already served.

THANK YOU