

WORSHIP GREETER RESPONSIBILITIES
(Revised May 2022)

1. Arrive at church on Sunday morning between 9:30-9:45AM for 10:15AM worship.
2. **First Steps:**
 - When there is indoor coffee hour planned, check heat and air conditioning (two thermostats) in the Gladish Room (68-72 degrees); Open fire door to hallway.
 - Check to ensure temperature in sanctuary is set to 68/72 (in the chancel);
 - Turn on lights and unlock outside doors of sanctuary. On nice days, keep one back door wide open.
 - Confirm (with Bisham) sound system switches are turned on (vestry closet nearest to Gladish Room)
 - Offering plates are on the bureau, but if not there, check vestry and place behind sanctuary on bureau.
 - Bulletins on back pedestals and on table outside of sanctuary door leading to Gladish Room.
 - When applicable: ensure enough children's activity kits (crayons, coloring pages, etc.)
 - Check for prayer throws that you could offer to congregants if they need to keep them warm.
 - Check the oil in the standing candles and if low please fill them. The oil is in the kitchen by the sink, fill there so as not to spill in sanctuary.
 - Check the hymn numbers in the bulletin and change them on the signs. Numbers in box in vestry.
 - Fill water glass for pulpit.
 - Check with pastor for any last-minute changes.
3. **Greet and Welcome:**
 - Smile! Welcome people attending worship!
 - Handout the bulletins (note a master copy will be in copy room if more are needed, there is a bulletin button setting, copy is fed through top, number of copies indicated, and press bulletin button)
 - Explain mask policy, currently not required in the Sanctuary, except upstairs in the Balcony
 - Answer visitor questions (e.g., location of restrooms, nursery area)
 - Place any completed prayer card in offering plate to be given to Pastor at end of service.

4. Administrative:

- Sign up using sign-up genius. In case of emergency and you will not be able to greet, please send a text/email to the deacon chair (John Gordon 201-522-1665), Pastor (704-724-2512, lamingtonpastor@gmail.com) or Office Manager. Alternatively, you can speak to your fellow officers and if anyone is able to serve in your place, please let us know.
- Count and record attendance in the blue binder. (Please count everyone: including organist, people in the choir, Pastor, and children). It is important to get an accurate count. Include in binder any other details about the day (rain, liturgical time, other events in vicinity)

5. Worship Leadership:

- Light standing candles on either side of pulpit by 10:05AM
- Ring bell (or find someone to help) at 10:10AM prior to prelude
- Collect the offering, bring to Lord's Table during Doxology, and after worship, place in treasurer's mailbox at end of service, or in finance office. Note, if Treasurer is in attendance, give directly to her.
- When applicable: serve communion in the pews and balcony (mask when going to balcony).

6. Communion – 1st Sunday of the month:

- Usually, three plates are needed (Found in the kitchen island cabinets) - one for bread and two for communion (Bread and Communion elements provided by Mary Jenkins and present in the kitchen)
- The pitcher and cup for the wine are also in the kitchen island cabinets. Grape juice in the refrigerator.
- The tablecloth and cloth to cover are found in the vestry.
- After worship, please collect the travel communion element from the pews. Wash all the communion vessels.

7. Final Steps:

- **Extinguish chancel candles!**
- Tidy the pews (Bibles, hymnals, remove trash) and tables after worship.
- Turn off sound system switches in vestry closet, check with Bisham about this.
- Ensure all windows are closed.
- Ensure Gladish room and kitchen are also tidy (if no coffee hour host is present).
- Turn off lights and lock all doors.