

# INSTRUCTIONS FOR GREETERS

## Arrive 9:10

- Check to make sure all is ready for worship (see checklist)
- Check to make sure front door is unlocked
- Check with priest to see if there are any instructions specific for the day

## Greet people

- Be careful of personal space
- Help latecomers find a seat

## Visitors

- Direct to nursery (end of hall on right)
- Direct to Children's classrooms following communion
  - Room 1: K – Grade 2
  - Room 2: Grade 3-5
  - Room 10: Toddler, Preschool
  - Library: Grades 6-8
- Bathroom facility
- Hand out newcomer information
- Introduce them to someone who can help them with worship

**NOTE: PLEASE close doors at 9:20am so that those who have entered can prepare themselves for worship. Encourage folks to go in and be seated (as best you can without offending) at 9:25.**

## Attendance

- Please count congregation (including altar party) *before/during communion*. There is no need to give count to priest/deacon.

## Oblations

- Bread & Wine: During the peace get the elements from the table by the organ and stand in the aisle. (Bread on right facing the altar, wine on left) As soon as the Celebrant announces the offertory sentence ("Walk in love..), begin moving down the aisle and come right up to the altar/table. Offer the bread first, then the wine. The priest will place the plates on the altar in front of you. Priest will bow to you and you will bow together and exit the chancel area with the offering plates.
- Following the collection, meet at the font and **watch** for the priest to signal you. Move up the aisle and right to the altar/table. After handing over the plates, reverence the altar and leave.

## Communion

- Move to the end of first pews following the invitation to the table (The gifts of God for the people of God...) and move toward the back guiding folks using your best judgment

## **OTHER**

- At the end of the service, open the back doors.
- Move the table and guest register stand back into the church (guest register first).
- Pat each other on the back and say “Well done faithful servant!”

## **CHECKLIST FOR GREETERS**

### **Before Worship**

- Make sure table and guest register stand are in parish hall
- Make sure front door is unlocked, light in foyer is on
- Make sure carpet is clean as you enter the church
- Do you have bulletins?
- Are the collection plates under the credence table (table behind the altar) or in the designated spot?
- Are the bread and wine back by the organ?

### **During service**

- Watch for latecomers and visitors
- Offer visitors a St. Dunstan’s brochure (on the table with the bulletins)

### **After service**

- Move table and guest register back into the church
- Check front door – make sure it is closed and locked
- Check thermometer – make sure thermostat is on either air or heat and hit “run program”