

St. Andrew's Presbyterian Church

Greeters Information Package

North Transept

- Arrive at 10:00 am and find your nametag located in your family folder at the Welcome Center.
- Ensure that there are working hearing devices in the North Transept.
- If there are problems with these devices, locate the sound person up in the balcony to assist you. You will also need approximately 20-30 bulletins.
- Stand in the North Transept area and greet the incoming congregation. Give each person/couple a bulletin as they arrive.
- Assist members with location of coat rack (remind individuals re security of items and not to leave behind.), location of restrooms, assist with hearing devices, large print Hymnbooks, etc.
- Stay in this area until after the first hymn is sung and enter the transept and sit in the North Transept area in case latecomers arrive.
- If latecomers arrive, assist them with locating a pew in the area and ensure that they have a bulletin, informing them the time in the service.
- After the sermon, exit the Sanctuary quietly and tour the nursery and restroom areas in the basement area; proceed to the upper level and tour all classrooms and restrooms on this level. Sign your name on the list outside the classroom # 9 on the second level. If there are any concerns, contact the person on the South Transept door immediately to assist you in this matter.
- Return to the Sanctuary after the tour of the building. After the service, assist members of the congregation with returning hearing devices, large print Hymnbooks, exiting Sanctuary, assisting members to the coffee hour etc.
- Return your nametag to your family folder at the Welcome Center.

*****Familiarize yourself with the fire escape plan**

And assist all people to safety in the event of a fire. ***

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South Transept

- Arrive at 10:00 am and find your nametag located in your family folder at the Welcome Center.
- Ensure that there are working hearing devices in the South Transept.
- If there are problems with these devices, locate the sound person up in the balcony to assist you. You will also need approximately 30-50 bulletins.
- Stand in the South Transept area and greet the incoming congregation. Give each person/couple a bulletin as people arrive.
- Assist members with location of coat rack (remind individuals re security of items and not to leave behind.), location of restrooms, assist with hearing devices, large print Hymnbooks, etc.
- After the first hymn, close the Sanctuary door and stay outside the South Transept area in the main hallway. (If there is an extra hearing device, you can listen to the service while outside the Sanctuary. If it is hot, leave the door open to improve airflow. Lock the exterior door that leads in from the parking lot. Answer phone to allow people in from this entrance
- If latecomers arrive, assist them with locating a pew in the area and ensure that they have a bulletin, informing them the time in the service.
- After the children's time, ensure that the door to the Sanctuary is closed and that the children are in their classrooms.
- Remain outside the South Transept area until after the service, opening the door at the end of the service.
- Stand near the Welcome Center and assist people with locating sign up sheets, a copy of the 'Inspire' and various information posted etc.
- Receive the microphone from the minister and give the microphone to the sound person up in the balcony.
- Remain at the Welcome Center until most of the members / visitors have left.
- Return your nametag to your family folder at the Welcome Center.

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Main Door

Please note that there will be two main door greeters and two ushers. The greeters will help take up the collection but will not count the money.

- Arrive at 10:00 am and put on your nametag located in your family folder at the Welcome Center.
- Ensure that there are working hearing devices at the Main Door Entrance. If there are problems with these devices, ask the sound person in the balcony to assist you.
- One of the greeters should stand in the Main Door Entrance area and greet the incoming people. The other greeter should be in the vicinity (but not at the front door) to engage in further conversation, especially with newcomers and visitors.
- Newcomer kits will be on the shelf and please give the kits to newcomers/visitors, if appropriate.
- The two ushers in this area will give each person/couple a bulletin and assist persons to their pews.
- Assist people with location of coat rack, location of restrooms, assist with hearing devices, large print Hymnbooks, etc.
- After the first hymn, one of the greeters should close the exterior door and stay in the Main Door Entrance area. If it is hot, leave the door open to improve airflow.
- If latecomers arrive, assist them with locating a pew in the area and ensure that they have a bulletin.
- If Communion is occurring, assist the servers when they enter this area from the Sanctuary.
- Both main door greeters will assist the two ushers in collect the offering
- After the sermon and the Hymn that follows have been completed, prepare to collect the offering.
- After the Minister announces that the 'Offering will now be received', proceed down the aisles in pairs - 1 pair down each aisle.
- Proceed to collect the offering - 1 pair to start in the Transepts, on either side proceeding down the outside pews of the main body of the church. If

you feel that the Offering Plates are getting full, prior to proceeding down the outside pews, exchange the offering plate with an empty one, placing the offering plate on the Communion table (or on the pedestals if the offering table is full with other items) The other pair - proceed down the main central body of the church, allowing the offering plate to be passed along the pew to be received by the person on the opposite side.

- Proceed and meet in the back of the church.
- The offering from the balcony is usually collected by the sound person or others and should be placed in one of the offering plates that are brought to the back of the Sanctuary.
- Wait until the music has stopped and the music for receiving of the Offering has started. Proceed down the aisle, one pair on each side, to the front of the Sanctuary, wait until the music has stopped and the prayer has been said. Place the offering plates on the Communion table. (If the Communion table is in use, place the plates back onto the pedestals.)
- Remain in the Main Door Entrance area after the service, opening the door at the end of the service.
- Introduce any newcomers/visitors to the minister and invite them and, if possible, take them to the coffee hour. Introduce them to other people.
- Return your nametag to your family folder at the Welcome Center.

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