

## INSTRUCTIONS FOR SANCTUARY GREETERS

**Please plan to be at the church 30 minutes before the service starts.**

- Distribute hymnals throughout Sanctuary and Emerson Hall.
- Check to be sure that the four collection baskets are on the tables at the back of the Sanctuary.
- Greeters, with their nametags on, should be at the Sanctuary doors by 10:10 to hand out programs. Children and Youth should be greeted in the same way as adults and given an order of service. When possible usher new people and visitors to a pew in the sanctuary.
- At 10:25 a.m., ring the hand bell (located on the rear table) in the foyer and in Emerson Hall.
- At 10:30 a.m., close the doors and admit latecomers during the ‘Welcome and Announcements,’ first hymn and affirmation, ‘Joys’ and when the children leave.
- Greeters should sit near the back of the church during the service.
- **HEADCOUNT-** At the beginning of the sermon, please count the number of adults and children present and record on the ‘Worship Service Attendance’ form that was with the Orders of Service. Leave the form with the blue deposit envelope containing the offering money in the office.
- **OFFERING**
  - a. Use the four baskets located on the rear tables, two per person.
  - b. Start at the front of the two inner aisles (**facing the congregation**), giving a basket to opposite rows on the aisle. Work your way up the aisle toward the rear, keeping abreast of each other.
  - c. Hold on to the money until the Treasurer collects it or place in blue envelope marked “Sunday Offering”.
- **POST SERVICE-** One Greeter should stand at the Front Door to say farewell to people who leave by front door., Please welcome new people after the service and invite them to coffee hour.
  - a. Please pick up the Sanctuary after the service.
  - b. Remove programs from the pews and place them in the recycle baskets at the back of the sanctuary. Put extra music sheets and hymnals on the larger of the two back tables.
  - c. All hymnals should be returned in their holders on the back of the pews horizontally with the binder up.
  - d. Attend coffee hour and continue to welcome and converse with new people and visitors. Try to introduce new people and visitors to other UUCM members and friends.

**Thank you for offering Sunday morning hospitality!**