
GREETERS 11:00

1. ARRIVAL AND PREPARATION

- ☐ Plan on being at the Fellowship Circle 30 minutes before the service
Check Offering tables for neatness and contact cards, offering envelopes and baskets
- ☐ Have a 'outside greeter' to Welcome and get the door and 'inside greeters' just inside the Worship Center to hand out any bulletins helping with attendance
- ☐ Outside Greeter can help with the door, welcoming and help direct new attendees to Guest Center
- ☐ Inside Greeters can prop open doors before service and can check attendance list as you pass out information. Have Connect Cards and Pastor Breakfast invites at the ready
- ☐ As the Praise band begins, close the CWC doors, stay at door until the second praise song

2. DURING SERVICE COMMUNION

- ☐ Be available to help set up the serving table and place waste baskets, one in front and back
- ☐ For Communion served in the front of sanctuary simply dismiss by row, trying to maintain an even pace.

3. AFTER SERVICE

- ☐ Prop open the doors at the back of the sanctuary
- ☐ Bring offering to the back and place inside envelope to deposit in drop box in Acolyte closet
- ☐ If there are Connect cards pull those out and keep with attendance sheet

4. WHEN LEAVING

- ☐ Check chairs for items that might have been left and tidy up a little
- ☐ Take attendance sheet and connect cards to Jennifer's mailbox outside office
- ☐ Bring in sign by front walkway, bring in parking cones, and place items back in narthex/ coat rack area.