

## **GREETER DUTIES**

Thank for offering your time to greet people as they come to worship at Yellowknife United Church!

Here are some tips to guide you:

- Please arrive between 10:15 am and 10:30 am.
- The sandwich board sign “Affirming Ministry” gets put out just in front of the entrance to the auditorium. It is located in the Audio-Visual (AV) room.
- The hymn book trolley is stored in the AV room – it should be rolled out into the foyer area just by the entrance to the auditorium.
- The name tag bin is on top of the hymn book trolley. Please set up a card table (found in the AV room) inside the auditorium and put the name tag bins on the table.
- Please wear a name tag. If you need to make one, there is a little bin inside the larger name tag bin with blank cards and plastic holders.
- If the bulletins aren’t already on the hymn book trolley, you can find them in the outer office on the table by the photocopier. Tuck a bulletin inside each hymn book but leave a bit of it showing so it is easily retrieved.
  - Check the bulletin to see which hymn books are being used – Voices United (VU) and/or More Voices (MV)
  - If it is Communion Sunday (typically the first Sunday of each month), check the bulletin to see if the green Communion booklet is being used; if so, please give each person a booklet
- Hymn books are set out for the children to use during Learning with Children. Check the bulletin to determine the number of the children’s hymn and open the books to that page. The hymn books – six (6) should be left on the steps in front of the communion table. If the hymn is from Voices United (VU), there are large-print (words only) books that can be used.
- Welcome those coming in to worship and give them the hymn book(s).
- It is helpful to sit close to the door so that you can welcome late arrivals. Please encourage any late comers to go around the back of the rows rather than walk across the front of the worship space.
- The Greeter is responsible for the offering.
  - Ensure that the offering plates are placed on the steps in front of the communion table. You will find the plates on the shelf at the back of the communion table.

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- Offering is received by two people – one on each side of the congregation. If you are greeting on your own, please be sure to ask someone to help you.
  - Once you have received the offering, wait at the back of the congregation until the offering music is finished and the congregation stands to sing the Doxology. Bring the offering to the front and wait until the music is finished before placing the plates on the communion table. You may also place the plates on the steps in front of the table if there is no room on the table.
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- After the worship service, ensure that all the hymn books are returned to the trolley. Remove any unused bulletins from the hymn books and place them on top of the trolley.