

## Greeter Checklist

### Before worship (begin at 9:30):

1. Unlock doors unless already unlocked.
2. Turn on the overhead lights and the pulpit light.
3. Turn on the sound system in the choir loft, and the fans if needed.
4. Open shutters except for behind the piano.
5. Open windows for fresh air if appropriate.
6. Check that the collection plates are on the small table in front of the pews.
7. Check that the pews are “clean and ready” (hymnals, Bible, tissues, pencils, visitor cards, offering cards, envelopes and fans).
8. Put out the bulletins and add any inserts, one set at each door. Make sure QR codes are visible.
9. Check that headsets for the hearing impaired have batteries and available in the Narthex.
10. Erik will usually set up hymn boards. If he is not there, set them up or ask for a volunteer to help.
11. Light Candles if no children have done it.

*Reminder: Don't chat with Digital Ministry folks – they are getting ready to stream the service. Remind others of this if needed.*

### Greeting:

1. One greeter is stationed at each door to warmly greet and welcome people as they arrive. Hand out bulletins and other items needed for that day's worship (i.e. communion elements). Explain how to use the QR code for people who wish to access the bulletin on their phones.
2. If someone indicates that he or she is a visitor, invite the person to sign the guestbook in the Narthex, point out visitor info cards in pews, and invite them to join us for Fellowship Hour following the service.
3. If they have children, assure them that children are always welcome in worship, and offer them a children's activity packet. Also let them know there is a Children's Worship Circle downstairs - if they are interested, ask someone from Ministry of Spiritual Life (or another volunteer) to show them the way downstairs to introduce them to Olivia.

*Note: Sometimes children may help with lighting candles or ringing the bell before the service, but they will have a helper with them (either a parent or someone from Faith Formation or Ministry of Spiritual Life).*

**During Worship:**

1. Keep Narthex doors open at all times.
2. Continue to stand or sit in the Narthex until after the first hymn begins. Keep an eye on the doors during the service and greet folks as they arrive.
3. When the call to offering is made, proceed to the front and pick up an offering plate. After collecting wait at the rear of the sanctuary until the Doxology begins, then bring the offering forward.

**After Worship:**

1. Extinguish (or turn off) any candles.
2. Make sure that all headsets for the hearing impaired have been returned, and are plugged back in for recharging.
3. Check that the pews are “clean and ready” for the following week. Dispose of any trash and recycle any bulletins that are left behind.
4. Close windows and shutters. On the south side, all shutters get closed to protect from sun (both top and bottom). On the north side (Brown’s Road), only the bottom shutters get closed.
5. Turn off sound system and fans in the choir loft (one fan stays on – it is marked).
6. Turn off all lights and lock doors.

*If you have a concern or need help at any time before, during, or after the service, you can ask a member of Ministry of Spiritual Life or Governing Board.*

Thank you for being a Greeter and helping us practice  
Extravagant Hospitality at First Church!