**INSTRUCTIONS FOR GREETERS Last Updated: April 2018**

Duties:

Warmly greet everyone who comes in, handing them an Order of Service.

(If the weather is nice, it is good to greet people outside the church doors)

Point out available seating when necessary. Try to keep the vestibule available for late arrivers. For vestibule seating, place gray and, if needed, teal hymnal on seats. Check the order of service to see if hymns from the teal hymnal will be used.

If visitors with children are attending, ask if the children will be remaining with them during service or if they would like to attend RE or stay in Fellowship Hall with the sitter. Children are always welcome to stay with their parents. If they would like their children to attend RE either escort them to Fellowship Hall and introduce them to Jen Aultman, or find a willing member and ask them to do this so that you can remain at the door. If they would like their child or children to stay with the sitter, escort them (or find a member who is willing) to Fellowship Hall and introduce them to Holly, our sitter.

During the service, count the congregants. The best time for the count seems to be after the first hymn and before the musical interlude. It is hard to count when people are standing. Note: Be aware of latecomers and adjust the count if necessary. If children are in the service **who are not attending the Religious Education (RE) program**, they are included in the count.

ON INTERGENERATIONAL SUNDAYS WHEN RE IS NOT IN SESSION, include the children with adults in the congregation (all included in one count). On Sundays when RE starts in the worship service, wait until they leave before making the count**. Report the count to John Rodeheffer via email (**[**jrodeheffer@insight.rr.com**](mailto:jrodeheffer@insight.rr.com)**) or verbally if he is in the service.**

**AFTER THE SERVICE**

If possible, be available in the vestibule as the service ends. We try not let any visitor leave without thanking them for coming and expressing hope that they return. We don’t want anyone to leave without someone having spoken to them or have someone available to answer questions. Either in the vestibule or in Fellowship Hall, try to make sure that visitors are engaged in conversation with someone from the congregation.