

Thank you for being a SUNDAY GREETER in Banff revised Feb 2024

There are three main tasks: GREETING, Receiving the OFFERING, and TIDYING

GREETING

First of all – check to make sure that the front entry is unlocked, and if not, please unlock the deadbolt! (this is often done by the musician or by “whoever is first in the building” – but not always). Then Check to make sure that you have what you need: bulletins, offering plates, and the box of *More Voices*.

In general, the lights will already be on; if not, the controls are at the front of the Church, on both sides (and the side wall sconce dimmer switch is behind the piano).

Greeting happens at the back of the sanctuary, just inside the narthex. Please greet folks with a smile and give them a worship bulletin and offer them a copy of *More Voices*. Couples, and people coming together, can likely share a bulletin and MV as the info is projected.

Some folks who donate by Pre-Authorized Remittance may want to pick up a PAR card to put in the offering plate; these should be available with the offering plates.

Once the service begins, you may find a seat, preferably in a location where you can hear latecomers and help them get a bulletin and find a place to sit.

OFFERING

The greeters also receive the morning offering. Plates are at the back of the sanctuary. Once the offering has been collected, please stand at the back of the aisle for the singing of the Offertory hymn, then come to the front during the final verse of the hymn. The Minister will collect the offering plates from you after the Offertory Prayer has been spoken.

COMMUNION – OFFERING and USHERING

On Communion Sundays there are typically two offerings so each of the two greeters will be passing a plate and a basket. Again, this may be brought forward in the final verse of the Communion Hymn, and collected from you by the Minister after the Prayer over the Gifts has been spoken.

When Communion is being “served in Tables” it may be helpful to assist groups of ten-to-twelve worshipers gather at the front, starting at the front and working back.

TIDYING

After worship, please make sure that all candles are extinguished, left-behind bulletins are gathered (there is a recycling bin in the office), *Voices United* hymnals and offering envelopes are straightened in the pews, *More Voices* hymnal are collected into their box and the table at the back of the sanctuary generally tidied. Please turn out the lights and fans and lock the door, or make sure that someone will do these tasks.