

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

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

GREETING in the Narthex

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”). Then Check to make sure that you have what you need in the narthex: bulletins, Christ Candle, lighter/matches. There is a small heater in the narthex for use in cold weather, don't hesitate to use it!

If the lights are not yet on, please turn them on; if it is a warm day, please turn the fans on low as well.

Please greet folks with a smile and give them a worship bulletin. Couples, and people coming together, can likely share a bulletin as the info is replicated on the TV screen.

Some folks who donate by Pre-Authorized Remittance will want to pick up a PAR card to put in the offering plate; these are available beside the bulletins. So are a few offering envelopes.

Newcomers may wish to give us contact information and/or get a name tag. A small clipboard is in the narthex to collect this information.

If there are children present, they may wish to do one of two jobs: ringing the Church bell about five minutes before worship (5-10 peals of the bell is about right), or bringing the Christ Candle forward at the start of the worship service. If not... these become your jobs! There should be a lighter and matches for lighting the Christ Candle. *Please note that during the season of Advent, the Christ Candle just stays up front.*

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

GREETING at the Courtyard Door

As of February 2024, very few people have been using the accessible entrance at the courtyard doors, so at present, the Minister and/or Coffee folks can generally keep an eye on the courtyard door. We are hopeful, though, that the Town of Canmore will designate an Accessible Parking space in front of the Church & that the accessible entrance will be used more frequently. Once this happens... one of the two ushers will need to be stationed at the Courtyard Door to welcome people who enter through this accessible entrance.

Make sure you have a few worship bulletin – two or three should suffice

Open the inner door and use a doorstop to hold it in place.

Unlock the outer door. This involves using the Allen key (provided – up and to the right) – depress the push-bar and hold it there, while inserting the Allen key into the handle slot and turning it clockwise until it grabs. Repeat for the second handle slot as both sides of the push-bar hardware need to be secured for the bar to remain at the “in” position.

When worship is about to start, you may find a seat in the sanctuary.

OFFERING

The greeters also receive the morning offering. 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” some assistance *might* be needed in helping groups of ten-or-so gather at the front, starting at the front and working back, but in general assistance has not been needed in Canmore.

TIDYING

After worship, please make sure that all candles are extinguished, left-behind bulletins are gathered and recycled, hymn books are straightened, and the space heater in the narthex turned off and unplugged. Please turn out the lights and fans.

Before you leave the church, please ensure that the narthex door is closed and latched AND ensure that the courtyard door is locked. This involves depressing the push-bar, inserting the Allen key into the handle slot (both left and right) and turning it counter-clockwise until it releases. Visually confirm that the latch is in place.