

Procedure for Greeting on Sunday Morning

Thank you for being a Greeter. You will need to be at the church at 9:45am. Please make sure the doors are unlocked for people who are entering from the side entrance, including the big double doors at the back of the sanctuary. All exit doors must be accessible.

Please greet everyone with a bulletin – we now have large font for those who request.

After everyone is seated please close the doors, and if someone else should enter please open the door for them and give them a bulletin. Count the attendance and put the total on the sheet labeled “Attendance” located on glass top stand at the back of the sanctuary.

After Pastor asks if anyone is visiting for the first time, please give them a welcome card along with your best smile. Then during the time of “greet those around you” please go to the kitchenette where communion is prepared, and get a bag of cookies from the freezer, one for each guest, wrap in towel and place in basket – the towel and basket are on the counter next to the refrigerator. Take them to the counter in the sanctuary where you were standing to greet. The cookies are then given to the guests by the elders at the end of worship service.

After worship, please collect each sign in sheet from the booklets located at the end of each isle.

Please take them (along with any left over bulletins) to the table with the interoffice mail trays, located down the hall by the kitchenette and place them in the tray labeled: Office Manager and Pastor.

If you are unable to greet, please call the church office 385-0352 or Teresa 863-202-0695.

Thank you for greeting and may you be a blessing to others today!

The Evangelism/ Membership Committee