

SWC GREETING TEAM BASIC GUIDE

Team Leaders: Robin Fowler-Rochette (508-353-2679), and Suzanne Chartier (774-452-6183) assisting. Please contact them with any questions or issues.

July Updates

From Aug 1 we are asking that only 1 member of the greeting team be at the back of the hall after 10AM and join the congregation at 10:20AM

We are asking the greeting team to help keep the rear of the hall free from people talking or serving (greeters, tech, children workers, people praying for others etc) and encourage everyone to participate in worship.

We will be using the one table for all material, info, bulletins etc. Please help by not adding or moving furniture.

OVERVIEW:

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Greeters are the first people seen by those coming into church. It is important that we smile, warmly welcome people into our community and help them feel valued.

The main responsibilities of the Greeting Team are to:

- Stand at the entrances and give people a warm welcome and hand them a bulletin. Dress presentably and wear the Greeter's badge. It is a great opportunity to get to know folks.
- First-timers get a Welcome Packet, are told where bathrooms are, where children's church registration is and they get a free gift for completing their contact card.
- Help prepare and serve communion, and/or assist with the offering as needed.

GREETING TEAM SERVING ROLE DETAILS:

===== GREETING:

- Greeters are to be at the church by 9:25 AM to receive instructions and prepare for your Greeting Assignments. Suzanne and/or Robin will prepare the bulletins prior to your arrival.
- Our main focus is supporting the 10 AM service. We also ensure that those who come in prior to the main service have bulletins and are welcomed before taking our assigned entrances at 9:35am.

- Dress presentably, wear a Greeters badge, and optionally a sticker-style name badge.

FRONT DOOR GREETER: One person will serve downstairs at the front door.

- This Greeter needs to be in place from 9:35 (after 9:00 am Prayer service) until 10:15AM.
- Please keep the visible area free of personal effects.
- Hand any new visitors a green Welcome Packet. Please familiarize yourself with the contents. Tell them it contains basic information about the church and has a connection card to fill out to either put in the offering basket or give to an usher upstairs. Tell them where downstairs bathrooms are, children's registration is and that we have a free teaching CD/MP3 gift for them upstairs. Suggest they join in the café after service for fellowship.

SANCTUARY GREETERS:

- Two people will stand near the sanctuary main doors, either inside the sanctuary or in the hallway. They should be in place ~9:35 (after 9:00 am Prayer service). Bulletins can be set on the shared ministry table. Please keep the visible area free of personal effects; put them in non-visible areas.
- Look for new people with green Welcome Packets. Point out the upstairs bathrooms, water cooler, children's registration and where to find their free gift teaching on the back wall.
- One person will watch the handicapped entrance. Bulletins are left in the back foyer to pick up; give to anyone who may have missed picking up one.
- Close the hallway door when the service starts at 10AM. You can stay in the sanctuary or hallway.
- At ~10:20 AM, neatly leave bulletins on the shared ministry table and join the service.
- If requested to assist with the offering or serving communion, return to serve as instructed.

TAKING THE OFFERING

- Two people are needed to collect the offering, one for each side as instructed by the leader.
- After collecting, they meet at the back and take the baskets into the conference room where the offering is placed in an envelope that is signed, dated, sealed and stapled 3 times.
- They either hand it to the 2 counters (if present) or place it in the slot of the office door upstairs.

PREPARING AND SERVING COMMUNION:

- Preparation: The two people assigned to help with communion will do the preparation and serving.
 - o You will need to arrive at 8:30AM to the kitchen. Juice and crackers will already be there.
 - o Pull out two each of the brass serving dishes from under the microwave in the kitchen and the special juice dispensing bottles. Break the cracker into small pieces, fill the cups using the special bottles, place in/on the dishes and cover them.
 - o Place them on the half table at the front left of the sanctuary.
 - o Prepare a plate for 4 and bring them upstairs to the tech booth.
- Four people are needed to help serve communion in two teams of two as directed by the team leader (serving style may vary each month at the direction of the pastor).
 - o Besides serving the members, the team also serves the worship team and the pastor.
- When completed, bring the brass plates to the back of the sanctuary in case anyone comes in a bit late or gets missed.
- Communion Clean up: empty left over juice in the sink, throw away the cups and extra crackers. Wash the bottles and plates, dry them by hand and return them to under the microwave.

SCHEDULING:

The schedules will be posted in FB SWC Teams/GREETERS page mid-month for the following month(s).

- Let Robin know ASAP if you have conflicts (on FB team page, in person or by message/text).
- Each Wednesday, Robin will send out reminders on that page for the upcoming weekend.
- If you cannot make it to the service on your assigned day, even if it is Sunday morning, text or call Robin (508-353-2679) or Suzanne (774-452-6183).
- Leaders will reach out to Graham early Sunday if for some reason help is needed for that Sunday.
- Everyone will be scheduled to have 2 or more Sundays off.
- There will be periodic team meetings to check-in, train and discuss how things are going.

PREPARING BULLETINS (if needed):

- The Bulletins are already printed and sitting on the Welcome Table in the back of the sanctuary. The envelopes are in the closet across from the conference room. Fold in half and insert an envelope into all but 15, as some members do not need them. You can do this in the conference room. The green welcome packets are also on the Welcome table inside the sanctuary, the closet across from the conference room or on the front entrance shelf downstairs for new attendees.

Thank you and God bless!