

~ Greeters' Manual ~

Church of the Incarnation

Thanks for greeting folks as they arrive for church! I pray that this ministry adds as much to your worship as it does to that of the congregation.

Here's all you need to do on Sundays:

- 1 Arrive at least fifteen minutes early.
- 2 Be sure that you have the day's bulletins and a few extra "Welcome" cards to hand to guests.
- 3 As needed, call people's attention to:
 - a. The Prayers of the people on the table in the narthex; there are blanks where people can add names to be prayed for during the service.
 - b. The "Update" cards in the pew racks where people can give us their new phone numbers, email addresses, or list their birthdays or anniversaries if we've missed them.
 - c. Children's bulletins, crayons, and basket of children's books.
- 4 Pass out bulletins as people enter church.
- 5 When you meet a guest, encourage them to fill out a "Welcome" card so Jenny can follow up with them. Also make sure Jenny greets them.
- 6 Five minutes before the service, ring the bell 7 times.
- 7 Once the service begins, take a seat and worship.
- 8 When the peace begins, please go to the Children's Chapel room and let the teachers know they can bring the kids back into church.
- 9 As the Peace is winding down, please make your way to the back of the church.
- 10 During announcements, please fill out the Attendance Count (located on the font or in the drawer of the table in the narthex) as accurately as you can.
- 11 After the offertory sentence, bring the bread and wine and the Attendance Count forward. Hand the bread and wine to the Eucharistic Minister. Hand the Attendance Count to the acolyte and take the offering plates.
- 12 Collect the offering from the people.
- 13 When the music begins for the Doxology, bring the offering plates forward and hand them to the acolyte.
- 14 Return to your seats for the Eucharistic Prayer.

- 15 At Communion, come to the front pew as the altar party are receiving. Once the choir have come to the rail, dismiss the people by pews beginning at the front of the church. The goal is to always have the altar rail full and not to have people waiting in a line. Anything close to that is great!
- 16 If you notice anyone not coming forward, ask if they'd like to have Communion brought to them at their seat. If they have questions about who can receive, let them know that anyone who's baptized is welcome to receive. If they have concerns about the common cup, remind them that they can receive the bread only if they prefer, just to cross their arms over their chest when the wine comes their way. And, of course, if they'd rather not take Communion that's fine, too.
- 17 Please wait until everyone else has received before you come forward. At that time, make the priest aware if there is anyone who needs to receive at their seat.
- 18 Return to your seat for the remainder of the service.
- 19 As soon as the final hymn ends, ring the outside bell 7 times.
- 20 Go home knowing you've played a vital role in making worship at Incarnation special for so many people.