



# VISTA

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Volunteers Industriously Sharing Their Abilities

## GREETER

### **Prepare the sanctuary:**

- ◆ Check to see that every chair except those in the back row have hymnals in the chair back.
- ◆ Fold worship guides and put in any inserts (if not already done).
- ◆ Turn off phone ringer (and remember to turn it on again after the service).
- ◆ Check Friendship Pads. Extra pads and pens are in far left bookcase cabinet.

### **Greet people as they arrive:**

- ◆ Welcome everyone with handshake, greeting and a worship guide.
- ◆ Invite newcomers to make a nametag. Urge Friends folks to wear nametag (you too!).
- ◆ Be sure a greeter is at the door at all times before the service begins. One greeter should sit on the bench in back during the service to welcome latecomers.
- ◆ Put out more chairs if necessary, and help people find places to sit as the sanctuary fills up.

### **Give families with young children extra information:**

- ◆ Tell visitors with young children about child care during worship, and where it is located.
- ◆ Also tell them about the unattended nursery for changing, feeding or quieting babies.
- ◆ Give special children's bulletins (Peace Papers) to the children, if they want them.

### **Your duties during the service include:**

- ◆ During announcements, pass the Friendship pads down each aisle.
- ◆ Assist the acolyte in lighting the candle lighter.
- ◆ Count all present in worship, including the pastor, pianist, yourself, adults and children in child care and record in white book. (A good time for this is during the Children's Time)
- ◆ Assist serving communion when necessary. (Check to see if this is needed)
- ◆ With the other greeters, collect the offering. Remain in back until offertory is over and doxology begins. Then come forward during the song using center aisle.

### **After the service be sure to:**

- ◆ Put hymnals in pockets and pick up worship guides on seats & floor and place in wicker recycling basket on front desk.
- ◆ Stack Friendship pads on open shelves by desk.

**General Information:** Fire extinguishers are in the kitchen, outside South Classroom, and next to copier room. First aid box is in the kitchen, to the left of stove.

If you are unable to serve on your agreed date, please trade dates with someone else on the schedule and notify the office of the change. A copy of the VISTA schedule is available on the Friends Church website. If that doesn't work, phone the church office at 693-7021 for assistance. However, messages left at the church over the weekend are often not checked until after Sunday services are over.

Thank you for sharing your time to make worship more meaningful.