



Ralph Connor Memorial United Church

*"The Little White Church on Main Street, Canmore"
Celebrating 125 Years in 2016*



INFORMATION FOR GREETERS ON SUNDAY MORNING

Thank you for this very important ministry, for yours is the first presence a newcomer to Ralph Connor Memorial United Church will experience. Here are the tasks you can perform to help everyone feel welcome and valued:

1. Locate the offering plates (you will need 2 people to collect the offering).
2. Greet everyone with a word of welcome and a smile.
3. Ask attendees if they have name tags. Direct their attention to the board on which the name tags are affixed, or invite them to request one by using the list on the table.
4. Give everyone a church bulletin. If you give just one to two people who are together, then we should have enough.
5. If you notice the sanctuary filling up to overflowing, approach regular congregation members to give up their seats in the pews and sit in the narthex
6. If you notice a toddler arriving (roughly 1 to 3 years) please check the list posted on the wall behind the door that leads into the sanctuary. Choose a volunteer who is at church that day and ask him/her to approach the family and offer to mind the child. Remember to check off and date the box beside the name of the volunteer.
7. At about 9:55 ring the bell a few times. You can ask one of the children to assist.
8. Remain in the narthex to bring in the lighted Christ candle at the appropriate time, as indicated in the bulletin. The Minister will call for the candle which you will then walk up the aisle and either hand over to the Minister, or place in the candle dish on the Table. You can do this yourself or ask one of the children to assist.
9. Find a place to sit near the back of the church, preferably on the aisle, and listen for latecomers. Please greet them and help them find a place to sit.
10. When the worship leader announces the offering, please proceed up the aisle, retrieve the offering plates and present to people in the front rows. After you've arrived at the back with the plates, please wait for the Director of Music to bring people to their feet with the offertory hymn, then bring the plates to the Table. The minister will take the offering plates from you. Remain standing at the front until the offering response is completed.
11. When the service has concluded, please retrieve and dispose of any bulletins and papers remaining in the pews and straighten the hymn books.
12. Turn off the lights and fans and extinguish any candles.

Thanks again for this most important first-impression you are leaving with everyone who has come to worship at Ralph Connor Memorial United Church today.