

Sanctuary Prep, Greeting, Offering

November 6, 2019

2 or 3 people

From 9:30 a.m. until after service

The worship closet is near the coat room, under the balcony stairs

- Sanctuary & foyer prep & clean up
- Service bulletins & Greeting
- Offering

Pre-service prep

1. Sanctuary lights & fans

- a. Turn on all the sanctuary light switches (just inside the sanctuary entrance by the coat room). If the room is super-hot, you can turn on the fans, but BE SURE to turn them OFF before service.
- b. Turn on 3 switches for balcony lights. #1) in foyer, to the right of the balcony doors. #2 & #3) 2 switches each at the top of balcony stairs, on both sides. One switch on both sides runs the same lights, but one switch on each side is different. Try all switches to get the most lighting.

2. Order of Service & greeting

- a. Fold Orders of Service & insert extra sheets if necessary
- b. Greeters stand at the two sanctuary entrances
- c. Share an Order of Service & a pleasant hello as people come through
- d. If possible invite new people to Welcome Table & connect new families with R.E. staff
- e. If Rev. Julie is not present, a 3rd greeter should welcome people at the front door

3. Offertory prep

a. Collection envelopes

- i. Find envelopes in the worship closet
- ii. Place them on the pew cushions. Yellow envelopes are used for every service. Blue envelopes are for special collections. Check in the Order of Service or with the service co-leader to see if they are needed.

b. Collection baskets

- i. Find 3 in the worship closet: 2 for main floor, 1 for balcony. Place them ready for Offertory
- ii. Find a 3rd person to collect the offering in the balcony

4. **Additional pre-service prep**

- a. **Florence's Table**: the labeled box is in the worship closet, plus the standing file folder
- b. Place gender-neutral **washroom signs** on washroom doors
- c. Place **adult's name tag boxes** on the glass-topped display case in the foyer
- d. Place **kid's name tag boxes** on the nearby bench
- e. Place **basket for paper recycling** on table near the front doors

During the service

5. **Greeters**

- a. One greeter remains in the foyer for 5-10 minutes to greet and direct late comers
- b. Close sanctuary doors after announcements are done
- c. One greeter counts service attendance. Record the number of adults and kids in the book that hangs on a nail in the worship closet

6. **Collection**

- a. Wait about one minute after the music starts before passing the baskets. Pass the baskets starting from the back. Go to the side sections first, then the center section
- b. Remember to pass a basket in the balcony and then bring it down
- c. Place the filled baskets on the front edge of the bema/dais, near the chalice table
- d. The treasurer will collect the baskets after the service

7. After service

- a. Clean up stuff left in the pews: Orders of Service, collection envelopes, garbage, etc.
- b. Stow Florence's Table materials, name tags, & gender-neutral washroom signs
- c. Turn off the sanctuary lights when appropriate, including balcony lights