

WILTON PRESBYTERTIAN CHURCH

Elder Greeter Responsibilities - Updated September 2022

Ruling Elders and Deacons are asked to periodically serve as greeters, welcoming and assisting members, friends, and visitors when they arrive for Sunday morning worship services at WPC. This is a simple task that helps us all feel welcome and drawn together with our “church family” as we gather to worship God and sustain one another. Hopefully this task will be an uplifting experience for you ... Thank you for your service!

Duties:

1. *Greeting*

- Arrive by 9:40 AM to serve with assigned Deacon Greeter
- Wear your name tag; encourage others to wear theirs
- The bulletins will be in a basket in the Narthex, along with an attendance sheet and a report for the offering; if not, the basket will be in the Church Office
- If a visitor arrives:
 - Encourage them to sign the fellowship pad in the pew, including contact information
 - Point out coatroom and restrooms
 - Alert a member of the Outreach Committee after worship
- If the Sanctuary is particularly crowded, you may lead people to available seating
- Close doors to Sanctuary when worship begins (usually with announcements)
- Remain in Narthex until first hymn, to welcome any latecomers
- Leave bulletins in a prominent location when coming into worship, for any additional latecomers

2. *Head Count*

- During the first hymn, record the number of attendees, choir, and clergy on the attendance slip; you may find it easier to count people from the balcony

3. *Following worship*

- Tidy the Sanctuary: remove bulletins, communion cups, papers, etc. from pews
- Replace Bibles and hymnals in pew racks
- Gather any fellowship pad sheets containing visitor info, place in basket along with leftover bulletins, any collected papers, completed attendance sheet, and return basket to church office
- Collect cash, checks and envelopes from the two offering plates at the entrance to the sanctuary.
- Count the cash and enter the amount collected in the form provided in the basket. Do not count the checks or open the offering envelopes. Put the cash, checks and offering envelopes in the envelope provided in the basket and place that envelope in Mark Bohrer’s mail box in the Church office.

4. *Unavailability*

- Identify another ruling elder to substitute for you if you are unable to be Elder Greeter on assigned day
- Notify our Office Administrator of the change in schedule so the correct name can be included in the bulletin (wpchurch@wiltonpresbyterian.org)