

GREETER & ELDER SCHEDULE 2023

Greeters Please Be On Station by 10:15am. *Roving Greeter* will remain in Foyer & available for Roving throughout Morning Service. **Head Greeter: Scott Ashlock**

Glenside Bible Church

Instructions For Those Who Serve As Greeters

<i>DATE</i>	<i>ROVING GREETER (in charge)</i>	<i>WELCOME CENTER & INDOOR GREETER</i>	<i>ELDER OF THE DAY</i>
Jan 01	Jim Garcia	Nick Barror	Keith Crews
Jan 08	Jay Allen	Chris Robinson	Jay Allen
Jan 15	Scott Ashlock	Sherry Foster	Doug Cooney
Jan 22	Murrell Dobbins	Clare Dobbins	Ben Robinson
Jan 29	Jim Garcia	Nick Barror	Joe Swaim
Feb 05	Jay Allen	Chris Robinson	Bob Williams
Feb 12	Scott Ashlock	Sherry Foster	Keith Crews
Feb 19	Jim Garcia	Diane Ashlock	Jay Allen
Feb 26	Murrell Dobbins	Clare Dobbins	Doug Cooney
Mar 05	Jay Allen	Nick Barror	Ben Robinson
Mar 12	Scott Ashlock	Sherry Foster	Joe Swaim
Mar 19	Murrell Dobbins	Clare Dobbins	Bob Williams
Mar 26	Jim Garcia	Diane Ashlock	Keith Crews

- ◆ ***Dress Appropriately*** - Look your best.
- ◆ ***Be In The Foyer By 10:15 AM!*** - We can't emphasize this enough. People begin arriving by 10:30 and often visitors coming to church for the first time will come early. You need to be there to greet them! The coffee venue is available beginning at 10:15am. Please encourage the crowd to enter the service just before the beginning of the morning worship service.
- ◆ ***The Stations That Need Manning:*** *Outside, weather permitting; and indoors in the Foyer. A total of 2 people should be able to handle these duties.* One of these greeters will remain on during the service and serve as the Roving Greeter. Look to the Roving Greeter for modifications that morning.
- ◆ ***If you sense this need in someone; or someone asks: Offer mask / face covering*** - During the Pandemic we were being careful to promote social distancing, the availability of hand sanitizer, the use of masks, and availability of a thermometer for temperature checks if needed. Currently, the use of masks in the building remains optional.
- ◆ ***Greet Every Person Warmly And Direct Them To A Bulletin In The Foyer*** - You are the first impression new folks will get of GBC. Smile and greet every person warmly, say "Good Morning" or "Welcome". Go up to any you may recognize as visitors without waiting for them to come to you, greet them, and offer to assist any who may need it in finding the coat tracks, nursery or childcare areas, bathrooms, etc. Think how you feel when you visit a new church for the first time and make them feel at home. ***Children's ministries meet as follows: Under 2 years old in the Nursery, Room 201 // 2-5 years old in Room 207 // Grades 1-6th in Gym.***
- ◆ ***Keep The Doors To The Sanctuary Closed As Much As Possible*** - We would like the prelude to be a quiet time of preparing our hearts for worship. This practice not only keeps the noise out but gives those coming in a sense of the

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need to be quiet. Do not prop doors open before the service. Plus the sanctuary temperature control is affected adversely; an *exception would be during nice cool weather.*

- ◆ **Help Latecomers To Find Seats** - Those who arrive after the service has begun may be hesitant to enter the sanctuary and you may need to help them to find unoccupied seats and to enter at an appropriate time. Offer to lead them in and seat them if they wish. Reassure them that we are glad to have them and that we don't mind them entering while the service is in progress.

Instructions For Those Who Serve As Roving Greeter

- ◆ **Remain In The Foyer or 4th Level Landing During The Service When Not Roving** - Do pay attention to the service and enjoy it but be ready to help any who may leave the sanctuary with needs. They may need help finding the bathrooms or children's church areas. They may not feel well and need assistance. Also try to notice children who leave for the bathroom and don't return. They may be wondering, hiding or playing in other areas and need to be helped back into the service.
- ◆ **Visitors with Children (Nursery - 5th grade)** - need to know where in Level 1 (right below Sanctuary level) their children should go. There is a map of level 1 ministry locations at the Welcome Center. First time visitors should be escorted there to ensure the best experience. They will want to claim their children following the service at the same location. Feel free to ask one of our congregants familiar with the building to escort them to ministry locations and to lead them back to the Foyer. The **Nursery** (room 201) of course is located on level 2. **Teens (grades 6-8th)** are dismissed during the service to the youth room (room 110).
- ◆ **Lock all exterior entrances** with the exception of the Foyer doors by around 11:00am or as directed by circumstances. The exterior doors include the two entrances facing Weldon Avenue (four doors), the ramp bottom door (1 door) facing Keswick Avenue, and the rear double doors leading to the parking lot. The only doors open to the public from that point in the service would be the Foyer doors.
- ◆ **Turn off gym lights** which may have been left on during the pre-service hour. The key light is located in the chair closet. If you are not familiar with location & operation of key light, see the Head Usher.
- ◆ **Take Attendance** of those attending in the Sanctuary, and separately, the count of all the childcare classrooms and fill in these attendance totals inside the church office, in the bulletin board.
- ◆ **Roving Ushers/Childcare Volunteers: As we continue to think about childcare safety, Walkie-talkies** that have been placed in childcare rooms: **Nursery (Room 201) and 2-5 yr olds (Room 105)**. The walkie-talkies are for emergency use only. The roving usher is responsible for picking up a "walkie-talkie" (labeled) from the Nursery prior to the beginning of the service and he will be the person to receive any emergency request or need from childcare volunteers. He will also have the responsibility before church begins of assuring that each walkie-talkie is turned "on" and tuned to Channel 2. As a substitution for the use of walkie talkies, cell phones are okay to use providing signal available to all. All concerned should then share appropriate cell phone information. **The church Wifi is F27F9606CD.**
- ◆ **Lock all interior classrooms where children are located** including the nursery (Room 201), both doors, and 2-PreK (Room 207) within 7-10 minutes after the opening of the service. Children's Church (K-3rd grade) will be dismissed from the service. Please unlock these rooms just before the conclusion of the service.
- ◆ **Open The Sanctuary Doors After The Service** - Open them to the "stay open" position for easy exit. Remain in foyer if pastoral staff is not available and greet people as they exit, thanking them for coming! You are relieved when The Pastors and / or Elder of the day return to the Foyer. Pay particular attention to new folks or first time visitors. They may need assistance in finding their way back to childcare services for pickup or other directions.