# Greeter Host Guidelines

The greeter hosts will be the first members of Christ Lutheran that a visitor will meet. Visitors may make their first impression of our church based on the hosts. It is your ministry mission to look, act, and serve your best. It is equally important to greet your fellow members of the congregation. You serve an important role in making Christ Lutheran God's house where all are welcomed.

**General:**

1. Please arrive twenty (20) minutes before each regular service to greet the people when they arrive for church and thirty (30) minutes before on festival services of Christmas, Palm Sunday, Easter, and Confirmation.
2. If you cannot be the greeter host for your scheduled Sunday, please notify the church office by Wednesday so a replacement can be found.
3. If you are not comfortable in ushering duties during communion, please let the office know, and we will try to schedule you on non-communion Sundays.

**Before the Service:**

1. Position at least one (1) person in the narthex near the main entrance to the church and another at the north side entrance of the narthex to greet everyone who enters from the two (2) main sides.
2. Make a special effort to notice and greet visitors. Be ready to assist any visitors as to where the coat racks, bathrooms, nursery, and cry rooms are.
3. Be prepared to answer questions. Help direct the individual to either a pastor, welcome center host, or other congregational member who may be able to help if you are not able to answer. There are church information packets available at the welcome center. The information kiosk has other forms and information that people may be looking for. Weekly announcements are on the table in front of the office.
4. On communion Sundays: Refill communion packets on trays in narthex as needed. See a pastor if we need more glutton-free wafers.

**During the Service:**

1. Four people are necessary to help pass offering plates. The offering plates can be found on the table in front of the office. Following the intercessory prayers, the pastor will invite the congregation to be seated. Ushers should move to the front of the church and start receiving the offering from the front and work to the back. Two ushers should take the collection from each section, starting with the middle 2 sections, then moving to the outside sections. When complete, two ushers should take the 4 offering plates to the acolyte designated by the Pastor, who will then place them on the altar.
2. In the event of a medical emergency, you should be prepared to make or ensure that a call to 911 is made.

**After the Service:**

1. Ensure that the sanctuary is cleaned up for the next service. Replace any hymnals or Bibles in the holders. Clean up any other items left in the pews, such as special pamphlets, etc. Check for any "lost" item and if possible, help to return it. On communion Sundays with another service, refill the trays with communion packets.

**Communion Sundays:**

1. Communion Ushering:
    a. **Come forward to the table with the communion trays at the same time as the communion assistants come forward.** Remove the cover cloth and top cover and place them on the lower shelf of the table. If attendance is larger (greater than 150), place the tray with the grape juice in front of the stack of communion trays.
    b. **For large services** (more than 150 expected), it is preferable to add two (2) additional ushers to stay at the table with the communion trays. That usher is responsible to help direct worshippers to the communion rail. Note, that we start distribution at the center of the sanctuary and work to the sides. The usher should also make sure worshippers have a communion cup. (People sometimes forget. It is also helpful to those with special needs to hand them a cup.) In particular, guests may not know the flow and may need ushering assistance to the rail.
    c. **When there is special music** or the praise team singing during the distribution, it is preferred that they be the first to commune. (Need to work with praise team so they come forward at the proper time.) If they do not commune first, make sure to wait for them to commune before covering the communion trays.
    d. **Start** inviting the congregation to the altar **while** the communion assistants are receiving communion. Communion flow starts with the center two (2) sections of the church, from the front to the back. After the center section is complete, any worshipers outside of the sanctuary should be invited forward. Then go back to the front and usher the two (2) side sections. You should be the last to take communion. Try to keep a line of about eight (8) people waiting by the communion trays to fill the rail as spaces become available. With some of the congregation choosing to commune in the pew, additional time is needed to usher people to the rail. The distribution should be relatively continuous so that we can make optimal use of the worship service time.
    e. Take note of anyone who would like for communion to be brought to them at the pew. Let the pastor or communion assistant know that they need to bring communion to the person. (This should be rare with the individual communion packets that are available.)
    f. After all the congregation has communed, re-stack the communion trays and place the cover and cloth back in place.
    g. Festival services, including Confirmation will have special instructions provided. For special services, we are most likely to have the congregation use the individual packets.