

Fork Church Vestry Greeter Protocol

When you serve as the Vestry Greeter at the Sunday morning service, or any other service where we have a vestry greeter (i.e. Christmas Eve, Easter Vigil) you should:

1. Arrive at the church at least 15 minutes before the service and ensure that the church is open and the lights are on
2. Ensure the service bulletins for the service are present
3. Determine an approximate count of the number of people in church, including the choir and the Sunday school children so that you can give the count to the people presenting the elements. This is to help the Rector know how much to consecrate.
4. Determine that the wine and wafers are ready in the sacristy and select two people to bring the elements forward at the start of the offertory. Explain to them what they are to do if they have not presented the elements before. Try not to use the same people all the time. Give them your head count, just before they go forward.
5. (Select two people to collect the offertory and explain to them what they are to do if they have not done it before. Be sure to check the Bulletin to see if the Doxology is being sung that day. If it is, remind these two people to wait in the back after collecting the offertory until the Doxology begins before they bring up the offertory.) If Les Campbell is there he will do this. If he isn't please find two people to do this.
6. Greet people as they enter and ensure they get a service bulletin
7. When greeting a new person encourage them to sign the guest book and try and introduce them to other Fork members who are entering at the same time.
8. Give newcomers a copy of The History of Fork Church, available on the bottom shelf of the table in the entryway.
9. Stand at the back of the door towards the end of the Sermon in case the children arrive. Weather permitting, ask them to wait quietly until there is a break in the service to let them in (the Peace is a great place). Use your judgment if the weather is bad or if they arrive very early or very late.
10. At the end of the service make yourself available to talk with folks as they leave.
11. Once the congregation has basically departed assist with straighten up the books and picking up trash in the pews.
12. Ensure the church is locked and lights are off, or if you are not the last person to leave, i.e. the choir is practicing or the altar guild is still work ask them to be sure and lock the church and turn off the lights.
13. Ensure the Parish Hall is locked, lights are off and heat is turned down to 61 or AC is turned up to 78 (do not adjust the thermostat in the church).

Revised 3-2012