



## CHRIST CHURCH CHRISTIANA HUNDRED

### 9 AM Instructions for Greeters/Counters

Thank you for saying yes to participating as a member of the 9 AM Worship Support Team for The ARK. Your role is integral to Christ Church's ability to welcome all people into a loving and joyful community that serves others and seeks to grow deeper in relationship with God through Jesus Christ.

You will assist the clergy and staff by fulfilling the weekly ministry roles and encouraging children and youth as ministers in the services of Holy Eucharist held in the Chapel as we inspire, form, and bless all ages.

#### Before the service:

- Please arrive 15 minutes before the service begins to welcome people to the service.
- Hand people a service sheet and encourage them to take an instrument.
- Most people will seat themselves. If you see anyone who needs assistance, please guide them to a seat.
- If you identify a newcomer to the service, encourage them to fill out a welcome card.
- SMILE—a smile goes a long way to make someone feel welcome and at ease.
- Please sit in the back of the chapel to welcome any latecomers and to make it easy for you to count attendance.

#### During the service:

- During the Offering: Assist children with getting baskets from the back of the chapel at the offertory, and help them stand at the steps to receive everyone's offering.
- Attendance count: This job is important because worship attendance is the fundamental statistic for church vitality used by The Episcopal Church; we report our service attendance each year. During the service, count everyone present including clergy, choir, acolytes, babies, etc. Options for counting include, but are not limited to:
  - counting during the message when people are still
  - counting as people are standing around the altar for communion

#### After the service:

- Count the Offering. **For safety and good internal control, there should always be two adults from different households present when counting.**
- Bring the offering from the chapel to the lower sacristy below the church. Count the cash and checks. **DO NOT OPEN OR COUNT ANY OFFERING IN AN ENVELOPE.** (As you can imagine this creates havoc if loose cash from pledge envelopes cannot be properly accounted for.)
- Record the cash count, check count, and attendance on two summary cards located on the counter. **Remember to fill out both sides of the card.**
- Place the offering and one summary card in the appropriate bag left for you on the counter.
- Welcome cards and other envelopes should also be placed in the bag with the money.
- Place the completed bag in the depository safe, turn the handle, and make sure the bag dropped into the safe.
- Put the second card in the addressed envelope and mail it to the assistant treasurer.
- Return the offering baskets and laminated cards to the chapel sacristy.