



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 SANCTUARY. 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 Church as we inspire, form, and bless all ages.

Before the service:

- Please arrive 20 minutes before the service begins to welcome people to the service.
- Hand everyone a service sheet and one per family of the announcements sheet.
- We are not passing the plate during the service, so you might suggest if people have an offering to leave it in the basket as they enter the church.
- Encourage people to sit forward or where they are most comfortable. 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 church to welcome any latecomers and to make it easy for you to count attendance.

During the service:

- During the Offering: Decide who will carry forward the offering baskets. As soon as the music begins, process with the baskets from the back of the church and take them up to the altar, unless there is an acolyte present at the steps to receive it from you.
- 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 going forward 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.**
- Use the back stairs from the undercroft to reach the upper sacristy where the baskets will have been placed. Take them back down to the lower sacristy. 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 plates and laminated cards to the back of the church.

Thank you for your ministry among us!