

Guidelines for Greeters

St. Nicholas Orthodox Church

Thank you for being willing to serve in this important ministry as a greeter!

- Please arrive at church by **8:45 am** on Sunday morning.
- If you are assigned to be greeter and are unable to make it for any reason, please arrange for someone to take your place, and let Fr. Daniel know about the switch.

UPON ARRIVAL, PLEASE

- Make sure everything is in order in the Narthex; add candles to the basket if necessary.
- Ensure that lights are turned on in the bathrooms, hallways, etc.
- Adjust thermostats as necessary. (There are 3 in the sanctuary, 1 in the hallway by the classrooms and 1 in the hallway by the kitchen). In general, they should be set at about 65-68 degrees on the **heat** setting when the weather is cold, and at 68-70 degrees on the **cool** setting when the weather is warm.

IN THE KITCHEN, PLEASE

- Empty trash if necessary.
- Make sure the Coffee Hour hosts prepped the coffee. **Immediately after Communion**, start the coffee.
- Offer a hand to the Ladies on Coffee Hour duty.

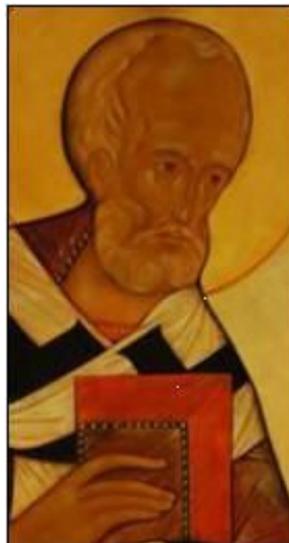
WHEN GREETING, PLEASE

- Greet members and guests in the Narthex (entry area). During Orthros, feel free to come into the Nave (Sanctuary) to listen and pray, but be prepared to step out to meet any guests.
- Make sure guests get a bulletin.
- Ask guests to complete the Visitor Form if they are here for the first time and offer them a Visitor Packet.
- During services, and especially Liturgy, allow entry to Nave/Sanctuary only at appropriate times. People should not enter during readings, the sermon, or during the Anaphora (when the prayers for consecration of the holy things are being said). However, people may enter, for example, in between the Epistle Reading and the Gospel, when the choir is singing "Alleluia", or after the Gospel and right before the sermon.
- If anyone asks, they would also not light candles in the nave during the above-mentioned times, or during processions.
- The greeter may come into the Nave/Sanctuary after the sermon and in general stay inside for the rest of the service. However, he or she should remain close to the doors and be prepared to step out into the Narthex to intercept any late visitors.

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FOLLOWING THE LITURGY, PLEASE

- Check the Nave and Narthex for crumbs, papers, etc. Sweep up crumbs on the floor and vacuum the runner down the center aisle. Feel free to recruit helpers for these and other cleaning tasks.
- Straighten chairs as needed.
- Following coffee hour, empty the kitchen trash and recycling.
- Check the classrooms for trash and empty as needed.
- Roll the trash and recycling bins to the curb.
- Work with those hosting Coffee Hour to make sure the fellowship room is clean.



**Thank
you,**

and may the
Lord bless
you as you
serve His
Church!

AS HARD AS IT MAY BE FOR US

Though we may only see one another this one day a week, please do your best to refrain from engaging in conversation with people in the Narthex or kitchen during the services (except as needed with guests), so as not to encourage them to remain outside of the Sanctuary unnecessarily.