

Greeter / Sides(wo)man – Setting up the back of church.

Greeters should aim to be at church 30 min before the service to set up and ensure that there is someone there to welcome arriving for the service.

Everything can be found in the cupboard on the north side of the vestibule. The prayer and hymns books are on the shelf at the back of the north aisle.

- ⊗ **Service Books** - Set out Common Worship (Black book) and Common Priase (blue hymn book) in neat piles with the Service sheet between the two books.
- ⊗ **Kneelers** - Get out a stack of kneelers for those who may require them
- ⊗ **Children's Colouring sheets:** - set out both sets of children's colouring sheets and oranges boxes of pens : the colouring sheets are in the blue binder – check that you have the right one for the current week by comparing the gospel reading – it should match with the one in the service sheet. The Step by step sheets are for 3-6 year olds, the Footprints sheets are for 6+ year olds.
- ⊗ **Visitor's book** – Set out the visitors book and a pen, encourage all newcomers to sign the book and leave their e-mail address.
- ⊗ **Extra notices** – lay out any extra publicity material e.g. European Anglican, Diocesan Prayer Calendar, fliers for up coming events.

Welcome those who come to worship and hand them a set of hymn book, service sheet and prayer book. Ensure that children receive a colouring sheet appropriate for their age and a box of pens.

Pay special attention to ensuring that those worshipping at St Catherine's for the first time are made welcome and answer any questions they may have regarding the service.

Remain standing at the back until the first hymn.

During the service be alert for any late comers and help seat them.

During the offertory hymn gather the children collecting the offertory at the back of church and on signal from Ken set them off to the front of church.

After the service ensure that all books, kneelers, boxes of pens are put away, check the pews for left over service sheets, lost property etc.

It is especially important after a 9am service to make sure the church is tidied quickly so that the Old Catholics can start their service on time.