

*Please remember to leave this binder for Catherine Charlton, in advance of the first Sunday of your service month. Transfer dates for monthly co-ordinators are listed on the back of the Binder.*

# **FIRST St. ANDREWS UNITED CHURCH**

## **NARTHEX COORDINATOR**

### **GREETING & RECEPTION**

#### **FOR THE PERIOD OF COVID-19 RESTRICTIONS**

**Deliver to Office** – Please deliver the names of your Greeters to the Office by the Wednesday prior to the Sunday service.

**Atrium door** - Be sure that at least one person is at the Atrium door to assist and welcome those entering. Direct people as to signing in, sanitizing hands, and proceeding to the sanctuary door.

**Bulletins** - No need to give out the bulletins. Bulletins will be in a basket at the sanctuary door.

**Welcome** – Greeters should welcome the congregation, making a point of speaking to those whose names you don't know, and inviting them to complete the small welcome forms on the Atrium table for further contact with the Minister or others.

**Seating** - Partners and families may sit together, but please be mindful of appropriate distancing between your group and others who are concerned about COVID safety.

**Security** – Please see instructions in the binder. N.B. – the Atrium door is the only one open for the 10:30 a.m. service. Exit after the service through the Queen Street/Front Street doors, observing the recommended distancing.

**Monthly Co-ordinators** - Please use the list of volunteer names enclosed in this binder to enlist people for greeting and reception. List your volunteers for the month on the pages provided.

**Try not to ask the people who are Narthex Coordinators to be Greeters. They do their bit during the month that they are Narthex Coordinators.**

Thank you for doing this! It is a very important part of our church service. Please do not hesitate to call me if you have any questions.

**Catherine Charlton, Co-ordinator. Tel. 519-438-5763**

**E-mail: [catherinecharlton017@gmail.com](mailto:catherinecharlton017@gmail.com)**

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