

First - St. Andrews United Church
Job descriptions for Monthly Co-ordinator &
four (4) Greeters during COVID -19

Revised December 31, 2021

All volunteers wear Name tags (extra blank name tags on the Atrium table)

<u>POSITION</u>	<u>Description of Job</u>
<p><u>Atrium entrance</u> <u>This is the only entrance open for 10:30 a.m. service</u></p> <p>1 volunteer</p>	<ul style="list-style-type: none"> • Stand near the Atrium door to assist with letting people in. • Direct people to the check- in tables. • Manage traffic through the atrium, with appropriate distancing.
<p><u>Atrium: check-in tables</u></p> <p>2 volunteers - one volunteer at each of two check-in tables, unless otherwise advised.</p> <p>Check-in tables for: (A-K & L-Z) in the Atrium.</p>	<ul style="list-style-type: none"> • One volunteer seated at each of two check-in tables, unless otherwise advised. • The office provides a list of those who have been attending; check off their names as they arrive. • Add names of any who are not on the lists, + their covid status, & return the lists to the office when you finish at 10:30 a.m. • If there is no record of 2 COVID shots, then proof of vaccination <u>must be shown.</u> • Only those who have proof of vaccination may enter the Church. • Remind <u>everyone that they need to wear a mask at all times, and to sanitize their hands.</u> • If not vaccinated, they are welcome to watch our Sunday sermons broadcast on: www.fsaunited.com.
<p><u>Atrium - Door to Sanctuary</u></p> <p>1 volunteer</p> <p>Stand between the Atrium stairs and the Sanctuary door.</p>	<ul style="list-style-type: none"> • Congregation will help themselves to Orders of Service in a basket at the entrance to the Sanctuary. • Welcome attendees; if you do not recognize them, then introduce yourself and ask their name. Would they like the Minister to contact them? (See cards on the Atrium table.) • Ask people to respect the need for distancing between them and others. <p style="text-align: center;">Over...</p>

<p><u>Narthex doors</u> <u>Open at the End of Service only</u></p> <p><u>Sanctuary & Atrium doors</u></p> <p>2 – volunteers</p>	<ul style="list-style-type: none"> • 1 Greeter holding collection plate at each location – a) in the Narthex, and b) in the Atrium, at the Sanctuary doors. • Collect offering on collection plates as people exit. • Supervise the two locations as people exit – ask those wishing to visit, to allow space for distancing from others.
<p><u>Sanctuary & Atrium doors</u></p> <p>2- volunteers</p>	<ul style="list-style-type: none"> • Return collection plates to the church office. <p>Thank you!</p>

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