

FIRST-ST. ANDREW'S UNITED CHURCH

Monthly Co-ordinator Sunday Check List

9:30 a.m. Monthly co-ordinator arrives to go through the check list:

- Single ENTRANCE only, through the Atrium doors. All other doors remain locked.
- Narthex doors will open at the end of the Service for EXIT only.
- Each volunteer wears a name tag (if yours is missing, select a blank one from the Atrium table and fill in your name) .
- Security - bring your cell phone. Confirm the staff on call (George Jolink or Ron Bradley) and review the Security instructions in Section 5.
- Have hearing aids & large type Hymn Books ready on the Atrium table.
- Orders of Service: confirm that they are ready for the congregation to pick up from a basket at the Sanctuary entrance.

9:50 a.m. Greeters should arrive and be at their assigned positions

- Monthly co-ordinator or one greeter should wait in the Atrium 10-15 minutes after the doors close to assist latecomers.
- Atrium doors are closed after the first hymn, and re-opened at the end of the last hymn
- Narthex doors are closed during the Service and re-opened at the end of the last hymn.

End of Service:

- One greeter should be assigned at each potential exit; each with a collection plate and to answer questions. (option: monthly co-ordinator takes one exit.)
- Take collection baskets to the office after members have exited or ensure that the custodian of the day picks them up. Do not leave the collection baskets unattended. If people have placed money in the baskets, *prior to the service*, the greeter should bring the basket with him or her into the service. It should not be left unattended.