

NARTHEX MONTHLY COORDINATOR DUTIES

1. Recruiting Tips: When recruiting it will help you to use the list of volunteer names enclosed in this binder to enlist people as greeters. Then remember to include your volunteers for the month on the pages provided to help out the next coordinator. 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.
2. Communicate: Deliver the list of names of your weekly greeters to the office by the Wednesday prior to the Sunday service. (Even better, at the beginning of your month)
3. Atrium door: Assign one person to the Atrium door to assist and welcome those entering.
4. Sanctuary Door: Assign one person to the Sanctuary Door to hand out Orders of Service plus any inserts.
5. Welcome: Instruct your Greeters to welcome people as they arrive, making a point of speaking to those whose names they don't know, and inviting them to complete the small welcome forms on the Atrium table for further contact with the Minister or others.
6. Security: 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.

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.