

Instructions for Greeters for Immanuel in the Evening

5:00pm -- -- Please arrive to set up the worship and greeting areas. There are four areas to set. In the closet in Room 204 you will find 4 wrought iron and glass candle holders as well as a circular votive holder. There is also a box containing table runners, yellow plate and bowl, prayer request box, attendance log, wooden candle holders, extra votives, etc.

SET-UP

1. For worship counter (under the cross)
 - a. Long runner
 - b. Tall and short iron hurricane candle holders
 - c. Circular votive candle holder stand (extra votives are in the box if they need to be changed out.)

2. For the back counter (opposite the worship counter)
 - a. Long runner
 - b. 3 painted candle holders and pillar candles (different heights)
 - c. Lacquered wooden prayer request box, with cards and pens laid out beside it.
 - d. Tall and short iron hurricane candle holders

3. For the table outside the Session Room
 - a. Regular sized runner
 - b. Yellow ironstone pedestal bowl for offering
 - c. Yellow ironstone "cake plate" for pillar candles (different heights)
 - d. Clip board with sign up sheet and pens

4. For the table outside Dan's office
 - a. Nametags and pens (can be found in the console table against the wall)
 - b. Announcement sheets which you will find on the side of the metal cabinet inside the closet in the Assembly Hall.

Please see the photographs below for the design we have used to date. Bear in mind that there is really no right or wrong. We are just trying to soften the environment to make it look warm, inviting, and more sacred.

After the 4 areas are set and the candles are lit, go to the closet at the far end of the Assembly Hall and find a plastic file holder attached to the side of the metal storage cabinet. Take out the announcement sheets and a money pouch. (These may also be in room 204, if not in the closet.)

5:15 pm – Fellowship time begins. One greeter should be in the entryway to welcome attendees, encourage the use of nametags, and hand out announcement sheets. The second greeter should be near the table outside the session room to welcome attendees

again, direct them to the coffee and cookies, offer a special greeting to visitors and answer any questions. You might also encourage people to use the sign-up sheets on that table to volunteer to help with the service.

5:45 pm –After worship has begun and all are pretty much settled, stand at the back and **count** the attendees, including all in attendance except for paid staff. **Write the attendance** number in the little notebook provided. (Please send an email to Russ and Dana Pratt with the final number when you get a chance.)

Following the service, please do the following:

- extinguish the candles
- collect the money from the offering bowl and then place it in the pouch. When you leave, please drop the pouch off in the church office in Mary Ann’s mailbox. If the door to the office is locked, punch in the code 1326 and just push the door open. Please be sure to pull it tightly closed when leaving.
- collect any sign-up sheets that have been used—these you can take home and later contact Kathleen Browning or Kim Pacala with the names of any volunteers and their contact information.

There is no need to put anything away. That will all be done the next morning. We feel that this is a nicer way to conclude the service.

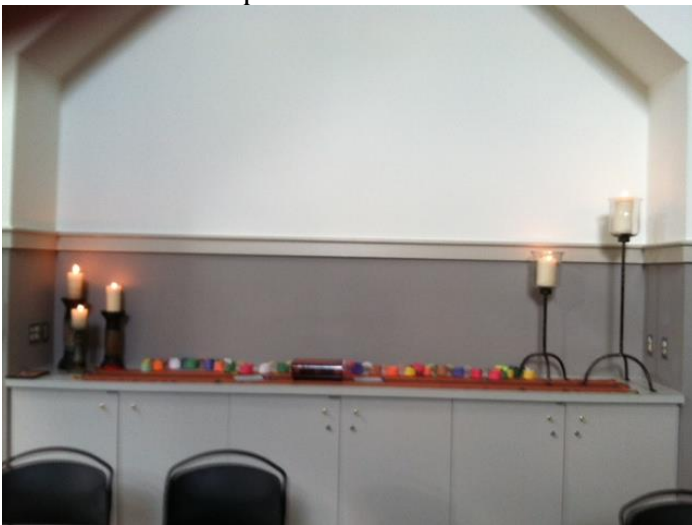
Thanks so much for helping us with our new service! If you have any questions, feel free to contact Kim Pacala (kpacala@verizon.net) or Kathleen Browning (browning.kathleen@gmail.com).



Table next to Session Room



“Altar” countertop



Counter at back of Evening Service seating
(Opposite “altar” counter.)