

Greeters & Counting Teams 2018

(Teams are listed by the Captain names. Team list is attached.)

		<u>Greeters</u>	<u>Counter</u>
January	6	Judy Wiltshire	Judy Wiltshire
	13	Clifford Stone	Clayton Penney
	20	Clayton Penney	Christine Simms
	27	Charles Cameron	Jim Dalley
February	3	Judy Spracklin	Judy Wiltshire
	10	Judy Wiltshire	Clayton Penney
	17	Clifford Stone	Christine Simms
	24	Clayton Penney	Jim Dalley
March	3	Charles Cameron	Judy Wiltshire
	10	Judy Spracklin	Clayton Penney
	17	Judy Wiltshire	Christine Simms
	24	Clifford Stone	Jim Dalley
	31	Clayton Penney	Judy Wiltshire
April	7	Charles Cameron	Clayton Penney
	14	Judy Spracklin	Christine Simms
	21	Judy Wiltshire	Jim Dalley
	28	Clifford Stone	Judy Wiltshire
May	5	Clayton Penney	Clayton Penney
	12	Charles Cameron	Christine Simms
	19	Judy Spracklin	Jim Dalley
	26	Judy Wiltshire	Judy Wiltshire
June	2	Clifford Stone	Clayton Penney
	9	Clayton Penney	Christine Simms
	16	Charles Cameron	Jim Dalley
	23	Judy Spracklin	Judy Wiltshire
	30	Judy Wiltshire	Clayton Penney

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July	7	Clifford Stone	Christine Simms
	14	Clayton Penney	Jim Dalley
	21	Charles Cameron	Judy Wiltshire
	28	Judy Spracklin	Clayton Penney
August	4	Judy Wiltshire	Christine Simms
	11	Clifford Stone	Jim Dalley
	18	Clayton Penney	Judy Wiltshire
	25	Charles Cameron	Clayton Penney
September	1	Judy Spracklin	Christine Simms
	8	Judy Wiltshire	Jim Dalley
	15	Clifford Stone	Judy Wiltshire
	22	Clayton Penney	Clayton Penney
	29	Charles Cameron	Christine Simms
October	6	Judy Spracklin	Jim Dalley
	13	Judy Wiltshire	Judy Wiltshire
	20	Clifford Stone	Clayton Penney
	27	Clayton Penney	Christine Simms
November	3	Charles Cameron	Jim Dalley
	10	Judy Spracklin	Judy Wiltshire
	17	Judy Wiltshire	Clayton Penney
	24	Clifford Stone	Christine Simms
December	1	Clayton Penney	Jim Dalley
	8	Charles Cameron	Judy Wiltshire
	15	Judy Spracklin	Clayton Penney
	22	Judy Wiltshire	Christine Simms
	29	Clifford Stone	Jim Dalley

Greeters Teams

Charles Cameron (Captain)

Paul Wells
Ron Bennett
Rev. Harry Whitehorne
Edwin Bezzina
Audrey Whitehorne

Judy Spracklin (Captain)

Edgar Stratton
Alan Kirby
Terry Gullage

Judy Wiltshire (Captain)

Daniel Moores
Len Thomas
Wayne Howell
Jim Dalley
Leone Dalley

Clifford Stone (Captain)

David Gillard
Steve Churchill
Rev. Clayton Parsons
Calvin Pretty
Lorraine Parsons

Clayton Penney (Captain)

Bruce Penney
Donna Hollett
Joan Rowe

Counting Teams

Jim Dalley (Captain)

Wince Wiltshire
Bruce Penney
Calvin Pretty

Judy Wiltshire (Captain)

Roma Hampton
Lynda Sweetapple
Sylvia Bennett
Joan Rowe

Clayton Penney (Captain)

Wayne Howell
Timothy Moulton
Randall Hobbs

Christine Simms (Captain)

Nancy Luscombe
Carolyn Hayes
Sandra Pretty

GENERAL INFORMATION FOR GREETERS: Team Captains are responsible for contacting their team & ensuring at least 4 greeters are present for each service. Greeters are expected at the Church by 10:30 am.

GENERAL INFORMATION FOR COUNTERS: The Offering should be counted, recorded & deposited every Sunday. *If an offering envelope is empty & the outside indicates there is money in it, please make a note on the envelope and keep separate for the church secretary.*

SUGGESTED GUIDELINES FOR GREETERS

1. Arrive at the main entrance at 10:25 am or 30 minutes before any service begins. Check to ensure the bulletins are on the desk in the main entrance.
2. Wear Greeter's Badge.
3. Turn on lights (switches in main entrance), turn up heat (20 degrees) & check all entrances.
4. Check place the offering plates at the back of the sanctuary, balcony & Senior Choir area.
5. Greeters are needed for the main sanctuary, balcony & elevator entrance.
6. Remove the Bible on the Communion Table to the vestibule by the piano. Designate 1 person to bring in the Bible at the beginning of the service & to light the candle, which can be lit before the start of the service.
7. Greet worshippers & give a bulletin to each person.
8. Ask any visitors to sign guest book.
9. Open side windows if room is too warm. It is best to do this during the singing of a hymn. Please refrain from any unnecessary action during solos, anthems, or preaching.
10. During the receiving of the Offering, 2 Greeters walk up the centre aisle and 2 up the side aisles and begin to receive the Offering from the front of the Church and work towards the back. After the Offering has been received, line up at the back and wait for the singing of the Doxology. During the singing, walk up the centre aisle, stand in front of the Communion rail. After the Dedicatory Prayer, place the Offering plates on the Communion table, & return to back of the sanctuary. When Holy Communion is being celebrated, instead of placing plates on the Communion Table, place them on the service table to your left.
11. Greet all late arrivals and offer to usher the worshippers to a seat.
12. In case of a medical emergency, remain calm, keep the aisles free, and stand by to open the doors. A stretcher is available in the porch on the piano side. A First Aid Kit is available in the desk in the main entrance. A telephone to call 911 is available in the Vestry.
13. Immediately following worship, take the offering to the Church Office and place in the safe. Be sure to sign the Log Book, lock the safe and the office door.
14. Take food donations to the Food Bank box by the main floor washrooms.
15. Please ensure all windows & doors are locked, turn off all lights & turn heat down to 15. Pick up the bulletins in the pews & place them in the receptacle in the main entrance. Leave the Church in a tidy condition.
16. During the Winter months, check the steps (front and back) for icy conditions & sprinkle salt if necessary. Salt is available in the Greeters Desk.
17. Be friendly, be courteous, be polite. Wear a Smile!