

RESPONSIBILITIES OF ELDERS ON DUTY FOR WORSHIP SERVICES

Elders on Duty and Greeters shall serve under the auspices of the Worship Committee.

Page | 1

The Session will provide two elders each month to serve as Elders on Duty for each 11 AM worship service. Two volunteer Greeters (as recruited by the Elders on Duty) shall be available to assist the Elders on Duty during services, as needed, including the Offertory. Each will find his or her own replacement if he or she is unavailable to serve.

Prior to the Service:

The Elders on Duty and Greeters shall:

1. Be aware of the location of: toilets; first-aid kits; fire extinguishers; tissues and water.
2. Make certain lights are on, sanctuary tidied (hymnals/bibles replaced) trash picked up
3. Turn on the sound system.
4. Unlock the door to the handicapped ramp entrance to the Sanctuary.
5. During extremes of heat and cold, the outside doors will remain closed. A Greeter will be stationed outside to open the door for arrivals.
6. Greet members and guests as they arrive at both Narthex door and Educational Wing doors, distribute bulletins, and assist guests with seating.
7. Advise visiting families with infants/toddlers to availability of nursery, children's church and activity bags.
8. Close and lock the internal Narthex doors during the "Moment of Reflection."

During the Service:

The Elders on Duty shall:

1. Seat late comers at designated times as indicated by asterisks (*) in the bulletin.
2. Be prepared to offer assistance to anyone as needed.
3. Take attendance count and note on the calendar posted in the Narthex (include those leading worship, choir, children)
4. At the end of Passing the Peace, shall proceed to the education wing (back door) and be sure it is securely locked. The Elder should then complete a quick check of the Nursery, counting the number of children present.

During Offertory:

The Elders on Duty and Greeters shall:

5. When Service leader asks the Elders on Duty and Greeters to assemble, they should quietly move to the rear of the Church.
6. They should proceed forward, two by two, with the Elders on Duty first, when invited by the Leader.
7. The Elders on Duty should pick up two plates each. One should be retained and the other given to the Greeters.
8. The Elders on Duty will proceed to the wings for collection, while the Greeters will move to the Outside aisle of the first pew and wait.
9. Once the Elders on Duty move, in unison, to the inside aisle of the first pew, the Greeters and Elders on Duty will pass the collection plates to alternate pews toward the back of the Church, proceeding in line with those on the other side of the aisle.

10. When the collection is complete, the four (with Elders on Duty in front) will wait for the Service Leader to invite them forward.
11. As pre-arranged, one Elder on Duty will pronounce the offertory prayer and the plates will be stacked and placed on the Communion Table or on either side if during a Communion Service.

At the End of the Service:

The Elders on Duty shall:

12. During last hymn open Narthex doors and outside doors following the service.

After the Service:

The Elders on Duty and Greeters shall:

1. Introduce themselves to visitors leaving through the Narthex and educational wing.
2. In the sanctuary, pick up bulletins and other papers, replace children's activity bags, return Bibles and hymnals to racks, leaving several extra bulletins in parlor.
3. On Communion Sundays collect and dispose of communion cups from the pews.
4. Turn off all lights and the sound system and lock all doors.
5. Check playground door in the parlor to ensure that it is pulled shut.

Special Services and Seasons

The Elders on Duty each month will be responsible for their usual duties for special services and seasons including Lent, Maundy Thursday, Thanksgiving Eve, and Advent.

*The first week of Advent one candle is lit during the service by the Advent Reader. For second week, one candle is lit by the Elders on Duty prior to the

service. Subsequent weeks, an additional candle is lit by the Elders on Duty prior to the service.

*The first week of Lent all the candles are lit prior to the service by the Elders on Duty and the first Sunday one is extinguished by the Lent Reader. The following Sunday the service begins with one candle extinguished and during the Lenten reading the second candle is extinguished, etc., until Maundy Thursday all candles are extinguished. On Easter Sunday, the Christ candle is lit prior to the service by the Elders on Duty.

The Elders on Duty monthly list is arranged at the January session meeting. Assistants for the Offertory are chosen before the 11AM service. Those individuals will then receive appropriate training and printed instructions. A reminder email or call from the Secretary will go out to each prior to the beginning of the month.