

Greeter Instructions

- Please arrive at least 30 minutes before worship begins
- Report to the Greeter Station in the Narthex and check inventory:
 - Gloves
 - Clipboard with roster of names
 - Pen(s)
 - Hand Sanitizer
 - Masks
- 20 minutes before worship
 - Ensure your mask is secure
 - Put gloves on
 - unlock both sides of the double glass doors
 - have one greeter hold open the door and invite one household/pod to enter the Narthex at a time while the other greeter begins check in
- Have everyone sanitize their hands and secure their masks.
 - If someone does not have a mask, please provide with one of the white cloth masks available.
- Record the name of each attendee and have them answer the following three questions:
 - Are you feeling well today?
 - If the answer is "NO," invite the whole household/pod to go home and join us on Zoom
 - Have you tested positive for COVID in the last 10 days or been exposed in the last 14 days?
 - If the answer is "YES," invite the whole household/pod to go home and join us on Zoom
 - Do you agree to abide by all posted and verbalized instructions from church leadership?
 - If the answer is "NO," invite the whole household/pod to go home and join us on Zoom
- When hand sanitizing and check-in is complete, invite the household/pod to proceed to the Usher Station
- Do not allow people to tarry in the Narthex and encourage pods/households to maintain distancing while waiting.
- In case people ask: bathrooms are open, but only one household can enter at a time and the outer doors need to remain open to encourage good air circulation.
- Please remain at the Greeter Station until at least 15 minutes after worship begins. When you are ready to head to your seat (in the Sanctuary or Fellowship Hall), please deliver the attendance clipboard to the Ushers, who will check in any who comes in later.
- Please leave Greeter Station in an orderly manner.

Usher Instructions

- Please arrive at least 30 minutes before worship begins
- Report to the Ushers stand right inside the sanctuary double doors and check inventory:
 - Gloves
 - Communion Kits (wine & grape juice)
 - Gluten Free wafers
 - Red baskets
 - Bulletins
- Double check that the exit is staged with recycling bin, trashcan, and bucket for red Communion baskets.
- 20 minutes before worship
 - Ensure your mask is secure
 - Put gloves on
- When a pod/household approaches the Usher Station, please hand them:
 - the needed number of bulletins
 - a red basket with the preferred mix of Communion kits (wine/grape juice/gluten free)
- Then invite them to proceed to the pew of their choice (abiding by tape and signs).
 - If the open pews in the sanctuary fill up, please invite pods/households to proceed to the overflow space in the Fellowship Hall.
- DO NOT close the double doors during worship. Keeping them open helps with air circulation.
- Please have at least one Usher remain at the Usher pew throughout the worship service to distribute bulletins and Communion kits to late comers.
- The Greeters will hand you the attendance clipboard when they proceed to their seats (15 minutes after worship begins).
 - If worshippers enter after that time, please record their names and ask health questions in addition to distributing bulletins and Communion kits.
- At the end of worship, please aid in the organized dismissal.
 - Pods/households will be encouraged to leave by row, starting from the back.
 - Please prop or hold open the back door.
 - While exiting, worshippers should recycle their bulletin, dispose of their trash, and place their red basket in the designated bin.
- Place any extra Communion kits in the center freezer in the kitchen.
- Please leave Greeter Station in an orderly manner.