

**Greeters Duties:**

Please arrive approximately 15 minutes prior to service, to greet and distribute bulletins to parishioners as they enter the nave. In addition to greeting parishioners as they arrive, take a count of attendance and complete the associated Communion Attendance Record form (shown below). This is used to determine the number of hosts required for communion. The forms are contained in the drawer of the small table in the back of the Church near the stairs. Enter the total number on the top right of the form, tear that part off the form and place it in the Ciborium (i.e., covered container used to hold the hosts that will be distributed for communion). If additional communion hosts are needed, extras are contained in the silver rectangular container on the table. As a pre-caution, ~10% additional hosts may be added in the Ciborium to ensure enough exist to cover any communion contingencies. This is typically done before or around the time of the offering of peace. Complete the form including entering the name or names of the greeter (or usher) that determined the attendance count, fold it and place it in the silver rectangular container in which the hosts are kept.

**Ushers Duties:**

Ushers (Elements) - During the offering time of the service, those designated as elements will carry the two flagons (i.e., small pitchers - one is used to hold the communion wine, the other holds water) and the Ciborium (i.e., covered container used to hold the hosts that will be distributed for communion) and present them to the Rector or Deacon (handles toward them). After the elements are presented, the element carriers return to their seats.

Ushers (Collection) - The ushers follow the element presenters to the front of the Church during

the offering carrying the alms basins. Once the elements have been presented, the two usher designated for the collection will make the collection. Following the collection, return to the alter and give the alms basins with the collection to the acolyte who will in turn, present them to the Rector or Deacon for the presentation of gifts. Then the ushers return to their seats.

FOR COMMUNION

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USHERS: CALL C.E. Building after the sermon for the count.

CHRIST'S CHURCH  
Greensburg, PA

ATTENDANCE RECORD

Date _____	Hour _____
Clergy and Lay Readers _____	_____
Acolytes _____	_____
Ushers _____	_____
Choir _____	_____
North Side _____	_____
South Side _____	_____
C.E./Nursery _____	_____
TOTAL _____	_____
Ushers: _____	_____

Complete the Communion Attendance Record (circled in red in upper left region of the form) and enter the final count (circled in red in upper left region of the form).

Once entered, tear off the number from the top left of the form and place it in the Ciborium along with the correct number of hosts for communion.

As noted above, as a pre-caution, ~10% additional hosts may be added in the Ciborium to ensure enough exist to cover any communion contingencies. Additional communion hosts are contained in the rectangular container on the small table in the back of the Church.

**Addressing and Welcoming Visitors and Guests:**

Greeters and Ushers – If you notice that we have visitors or guests, please approach them after the service and invite him/her/them downstairs for breakfast or coffee. It would be appropriate to escort them downstairs while making some introductions to help them feel welcome. Recognizing they're unfamiliarity with our Church and, placing ourselves in their shoes, we know how nice it is when we find ourselves in new surroundings not knowing anyone and someone makes the effort to make us feel welcome. Let's go the extra mile with our visitor(s) and guest(s), and continue our engagement if they appear interested, perhaps giving them a quick tour of the Church pointing out some of the features we're especially proud of like our Tiffany stained glass windows.

If you aren't able to escort a visitor downstairs, please ask another greeter, usher, or Vestry member to help welcome them. Making visitors and guests feel welcome will more likely make them feel invited back which may lead to them to joining our parish.