# Welcomers’ Checklist

**Before the service**

* Arrive 20-30 minutes before service
* Hang ‘Welcome’ sign on front door (*stored in the entrance alongside cupboard)*
* Raise Flag(s)
* Obtain Offertory Bowls from Vestry
* Familiarise yourself with the service and other handouts, i.e. newsletters etc.
* Hand out prayer/hymn books – only if needed
* Newcomers:
	+ If appropriate give “Connect Card” to obtain name and number
	+ Invite them to tea
	+ Give “Alstonville Anglicans Info”

**During the service**

* Count Attendance
* Enter on Number board (*board is at the back of the church. Numbers are stored in cupboard)*
* Collect Offertory

**After the service**

* Collect books and stack in bookshelf
* Check Pews for litter and miscellaneous items
* **Ensure that any newcomers are hosted**
* Remove ‘Welcome’ sign from front door and place beside bookshelf
* Lower Flag(s) and drape over back of rear pew
* **Count Offertory and place in safe in church.***(Obtain key from warden)*
* **Our Good Governance requires that 2 lay people count the offertory at every service. Counters may not be related.**
* **Ask the PIC and security if they require further assistance**
* **Give connect card to LLM for follow up arrangements.**