

## **Duties - Elder/Deacon in the Narthex**

*Each Sunday, an Elder or Deacon serves in the Narthex as an extension of the Pastor and concentrates primarily on members/friends and their needs. This person's duties are different from Greeters (two Greeters are in the Narthex each Sunday) who are part the Membership Committee's ministry and who welcome visitors, assist visitors with nametags, gather guest information so they can be added to lists, provide a child's bag to children, explain children activities during worship and where the nursery and restrooms are located, invite visitors to enjoy fellowship time treats after worship, etc. However, the Elder or Deacon in the Narthex may be needed to assist Greeters if several visitors arrive at the same time. That duty is mentioned in the list below.*

The Elder/Deacon in the Narthex shall:

- be on Narthex duty from 10:00 a.m. until approximately 11:45 a.m. and perform safety functions as requested by the Safety Committee (in process as of April 2018) such as helping the Head Usher to watch the parking lot during worship for suspicious activity and/or locking the outside door to the office near the nursery;
- wear a red carnation (found in the Narthex credenza), so as to be readily identified as the Elder or Deacon on duty;
- check with the Head Usher to determine if there are any special activities or needs that are occurring with worship that should be noted and/or shared as people arrive;
- avoid engaging in casual, personal conversation while on duty so as to be alert and available to those who might need assistance (such as watching the sidewalk to determine if someone with a cane or wheelchair needs additional assistance entering the Sanctuary doors; listening for concerns that members may have about loved ones who may not be with them because they are sick; determining if there are other pastoral concerns that should be shared with the Pastor via a written note that can be put on the office manager's desk; sharing information with committee chairs regarding items that members may bring up; etc.);
- watch for newcomers and visitors that may enter while Greeters are helping other newcomers/visitors/guests; if it is their first time visiting, guide them to the round visitor table and invite them to fill out a visitor card; invite first-time visitors to wear a nametag (if they are returning visitors and have filled out a card previously, there should be a printed nametag waiting for them); if in the meantime a Greeter is available to assist the person you brought to the visitor table, you may turn that person over to the Greeter who will follow the guest process established by the Membership Committee;
- be knowledgeable about all procedures, events, and resources of the church and connect people to others in the congregation as appropriate;
- answer questions or find someone who knows the answers;
- following worship, help encourage worshippers who are leaving to visit the Fellowship Hall for fellowship time;
- assist the Pastor after worship should any assistance be needed with members or visitors;
- return carnation to the credenza for use the next week.