

INFORMATION SHEET: GREETERS/OBLATIONERS

*I was glad when they said unto me, "we will go into the house of the Lord."
(Psalm 122:1)*

*Ascribe to the Lord the honor due his name; bring offerings and come into his courts.
(Psalm 96:8)*

The purpose of this information sheet is to provide some instruction on the roles and responsibilities of Greeters/Oblationers. At St. Stephen's, two members of the congregation serve each Sunday as both Greeters and Oblationers. The schedule is prepared and posted on the bulletin board and sent electronically to the membership at the beginning of the year. Assignments are made on a rotating basis. Look at the schedule as soon as it's available. If you can't serve on an assigned Sunday, ask another member to trade dates with you. Inform the Vicar of the change so that the Sunday bulletin will reflect who is serving as a Greeter/Oblationer on that day.

Role and Responsibilities of Greeters: The role of the Greeter is to welcome all who come to worship. Following is a list of specific duties.

Greeters/Oblationers should arrive and be in position at the entrance doors by 10:00am to hand out the service bulletins.

Visitors: Make them feel welcome. As you greet visitors, introduce yourself and ask if you can answer any questions they might have (e.g., where to sit, or who can receive communion.) Invite them to attend the hospitality time following the service. If they do come to hospitality, introduce them to a few of the members.

Identify individuals who might have trouble going up to the communion rail to receive. Ask if they would like to have communion brought to them. Inform the Celebrant or the Chalice of this need when you bring up the oblations.

People may enter through the vestibule doors, rather than the main entrance, particularly when the weather is bad. Consider having one Greeter stationed there.

When the service begins, the Greeters assume the responsibilities of Oblationers.

Role and Responsibilities of Oblationers: The role of the Oblationer is to bring forward the gifts of the people (bread and wine), and to collect and bring forward the offerings of the people (pledge payments and loose offerings). Following is a list of specific duties.

At the conclusion of the offertory sentence, you should leave your seats and meet at the oblations table; one should take the bread box, one the wine cruet. The Oblationer carrying the wine cruet should pick it up and hold it with the handle pointed forward. (Note on the offertory sentence: the Celebrant may say, "Ascribe to the Lord the honor due his name; bring offerings and come into his courts." or "Walk in love, as Christ loved us and gave himself for us, an offering and a sacrifice to God." The offertory sentence follows the Peace and announcements.)

When the Server and Chalice are standing at the gate of the communion rail, the Oblationers should walk forward carrying the oblations. The bread box and the wine

cruet are given to the server. When this has been done, you will receive the alms basins from the Chalice.

Proceed back down the aisle, one on each side, stopping at each occupied pew to receive the offerings.

When all the offerings have been collected, wait by the organ. The waiting time is determined by the length of time it takes the Celebrant to prepare the table and by the length of the offertory hymn. When the Chalice moves to the gate with the receiving basin and/or the organist begins the doxology, begin to walk back up the aisle with the alms basins. If, for some reason, the organist doesn't start the doxology in a reasonable amount of time following the last verse of the hymn, look at the Celebrant or the Chalice for a cue to come forward, such as a nod of the head or both of them looking directly at you.

Give the alms basins to the Chalice and remain standing at the gate until the doxology ends, then return to your seats.

DEFINITIONS:

CELEBRANT. At St. Stephen's, the Celebrant is generally the Vicar with the following exceptions: A supply priest is presiding when the Vicar is absent or a Bishop is present for confirmation.

OBLATIONS TABLE. The small wooden table standing to the left of the pew on the aisle into the church from the vestibule doors.

BREAD BOX. A small, round silver box with a small standing cross on the lid.

WINE CRUET. A silver cruet; the lid of the cruet has a small standing cross; omega sign in the handle.

RECEIVING BASIN. The large, brass basin that holds the two small basins.

ALMS BASINS. The two small basins used to collect the offerings.

NOTE: From time to time, services similar to those of the Greeters/Oblationers may be required or requested for the Celebration and Blessing of a Marriage and the Burial of the Dead. When this is necessary, the Vicar will ask for volunteers and will provide any additional instructions.

THANK YOU FOR PARTICIPATING IN THIS MINISTRY