

**Elim Bible Chapel - 2018 Opener and Greeter Schedule
January to June**

Date	Openers	Greeters
7-Jan-18	Ian & Mattaya Teetzel	Paul E, Ed W, Steve P
14-Jan-18	Ian & Mattaya Teetzel	Paul E, Ed W, Steve P
21-Jan-18	Ian & Mattaya Teetzel	Dave K, Ralph J, Tyler P
28-Jan-18	Ian & Mattaya Teetzel	Dave K, Ralph J, Tyler P
4-Feb-18	Ron & Brenda Lamoureux	Ron L, Kevin K, Joe L
11-Feb-18	Ron & Brenda Lamoureux	Ron L, Kevin K, Joe L
18-Feb-18	Ron & Brenda Lamoureux	Ed W, Steve P, Dave K
25-Feb-18	Ron & Brenda Lamoureux	Ed W, Steve P, Dave K
4-Mar-18	Ralph & Heather Jennings	Ralph J, Tyler P, Ron L
11-Mar-18	Ralph & Heather Jennings	Ralph J, Tyler P, Ron L
18-Mar-18	Ralph & Heather Jennings	Kevin K, Joe L, Paul E
25-Mar-18	Ralph & Heather Jennings	Kevin K, Joe L, Paul E
1-Apr-18	Larry & Cheryl Teeple	Steve P, Dave K, Ralph J
8-Apr-18	Larry & Cheryl Teeple	Steve P, Dave K, Ralph J
15-Apr-18	Larry & Cheryl Teeple	Tyler P, Ron L, Kevin K
22-Apr-18	Larry & Cheryl Teeple	Tyler P, Ron L, Kevin K
29-Apr-18	Larry & Cheryl Teeple	Tyler P, Ron L, Kevin K
6-May-18	Paul & Lynda Edlington	Joe L, Paul E, Ed W
13-May-18	Paul & Lynda Edlington	Joe L, Paul E, Ed W
20-May-18	Paul & Lynda Edlington	Dave K, Ralph J, Tyler P
27-May-18	Paul & Lynda Edlington	Dave K, Ralph J, Tyler P
3-Jun-18	Ian & Mattaya Teetzel	Ron L, Kevin K, Joe L
10-Jun-18	Ian & Mattaya Teetzel	Ron L, Kevin K, Joe L
17-Jun-18	Ian & Mattaya Teetzel	Paul E, Ed W, Steve P
24-Jun-18	Ian & Mattaya Teetzel	Paul E, Ed W, Steve P

Opener and Greeter Instructions & Tasks

If you are not able to open or greet on your assigned week, please make arrangements to switch with someone else on the list. **It is not up to the creator of the list to look after switches.** Thank you!

Greeter Fill In List - For greeting, if a switch cannot be worked out, this list of gentlemen have offered to be a 'fill in' if they are available... George Chaffe; Joe Szayni; Glen Teeple.

Opener Tasks:

Before the Lord's Supper Service - unlock the doors; turn on lights; prepare & place juice trays and uncovered bread on the top plate on the table at the front of the sanctuary; prepare coffee, tea & juice plus a plate of cookies.

After the Family Service - wash all dishes including the communion cup filler; take a frozen jar of juice out of the freezer and put in the fridge to thaw for next week; turn off all lights; check all washrooms; shut and lock all outside door when you leave.

General Greeter Information & Tasks:

- The first greeter on the list for the week is responsible to check off the attendance sheet for Family Service; to record Sunday School Attendance; and to perform Hall Monitor duties. If the greeters wish to split up the the responsibilities, it is acceptable as long as all three tasks are done as per our Safe Environment Policy.

- Really keep an eye for new comers. If possible ask one of wives to show them where the fellowship hall, classrooms, and washrooms are. Offer to help them find seating upstairs or offer refreshments if there is time.

- Information cards are in the greeter closet and should be given to visitors for them to fill out.

- One greeter is to be at the main entrance door and can also assist anyone who wishes to use the elevator
Lord's Supper Service - Warmly greet everyone as they arrive and hand out song books. When called upon, break the bread in two and place on the two plates and serve. When returning plates to the front table, cover the bread. Also serve the juice when called to do so.

Family Service - Warmly greet people as they arrive; hand out bulletins; take up the offering when called to; after the service count the offering money and enter into the computer.

**Elim Bible Chapel - 2018 Opener and Greeter Schedule
July to December**

Date	Openers	Greeters
1-Jul-18	Ralph & Heather Jennings	Ralph J, Tyler P, Ron L
8-Jul-18	Ralph & Heather Jennings	Ralph J, Tyler P, Ron L
15-Jul-18	Ralph & Heather Jennings	Kevin K, Joe L, Paul E
22-Jul-18	Ralph & Heather Jennings	Kevin K, Joe L, Paul E
29-Jul-18	Ralph & Heather Jennings	Kevin K, Joe L, Paul E
5-Aug-18	Larry & Cheryl Teeple	Ed W, Steve P, Dave K
12-Aug-18	Larry & Cheryl Teeple	Ed W, Steve P, Dave K
19-Aug-18	Larry & Cheryl Teeple	Tyler P, Ron L, Kevin K
26-Aug-18	Larry & Cheryl Teeple	Tyler P, Ron L, Kevin K
2-Sep-18	Kevin & Pam Kaczmarczyk	Joe L, Paul E, Ed W
9-Sep-18	Kevin & Pam Kaczmarczyk	Joe L, Paul E, Ed W
16-Sep-18	Kevin & Pam Kaczmarczyk	Steve P, Dave K, Ralph J
23-Sep-18	Kevin & Pam Kaczmarczyk	Steve P, Dave K, Ralph J
30-Sep-18	Kevin & Pam Kaczmarczyk	Steve P, Dave K, Ralph J
7-Oct-18	Kevin & Pam Kaczmarczyk	Ron L, Kevin K, Joe L
14-Oct-18	Kevin & Pam Kaczmarczyk	Ron L, Kevin K, Joe L
21-Oct-18	Kevin & Pam Kaczmarczyk	Paul E, Ed W, Steve P
28-Oct-18	Kevin & Pam Kaczmarczyk	Paul E, Ed W, Steve P
4-Nov-18	Ron & Brenda Lamoureux	Dave K, Ralph J, Tyler P
11-Nov-18	Ron & Brenda Lamoureux	Dave K, Ralph J, Tyler P
18-Nov-18	Ron & Brenda Lamoureux	Kevin K, Joe L, Paul E
25-Nov-18	Ron & Brenda Lamoureux	Kevin K, Joe L, Paul E
2-Dec-18	Paul & Lynda Edlington	Ed W, Steve P, Dave K
9-Dec-18	Paul & Lynda Edlington	Ed W, Steve P, Dave K
16-Dec-18	Paul & Lynda Edlington	Ralph J, Tyler P, Ron L
23-Dec-18	Paul & Lynda Edlington	Ralph J, Tyler P, Ron L
30-Dec-18	Paul & Lynda Edlington	Ralph J, Tyler P, Ron L

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