

USHERS AND GREETERS GUIDE SHEET

YOUR MAIN JOB IS TO BE HOSTS FOR OUR CHURCH: PLEASE WELCOME ALL WHO ATTEND AND HELP THE SERVICE TO PROCEED SMOOTHLY.

1. BEFORE THE SERVICE

- a. Please arrive early, approximately 9:40 am and wear your name tag.
- b. There are 4 ushers and 2 greeters. The greeters stand at the front door; two ushers stand at the sanctuary doors and hand out bulletins. The other two ushers assist visitors and help the acolyte get ready to light the candles.
- c. Greeters need to welcome all members and visitors to church, direct visitors to coat closets, help answer questions (particularly about the location of Sunday School classrooms). They should enlist the aid of one of the ushers if visitors need to be given more assistance.
- d. Ushers need to locate bulletins, attendance books (make sure there is a pen and plenty of empty sheets in each one), matches and candle lighters. (Matches and candle lighters are located in the coat closet furthest from Fellowship Hall.) Decide who will light the candles if no acolyte is available.

2. AS PEOPLE ARRIVE FOR SERVICE

- a. Two ushers hand out bulletins; greeters continue to welcome people at the front doors. Please smile and be super friendly, especially welcoming guests.
- b. Greeters may be seated, when the pastor begins the announcements.
- c. Ushers, if it is crowded, help people to find seats. Escort those who need help. Assist with wheelchairs & walkers. Ask people to share bulletins if necessary.
- d. An usher should help the acolyte light the candle lighter wick when the prelude begins.

3. DURING THE SERVICE (USHERS)

- a. Close all back doors to block out noise.
- b. Ushers should sit at the back of the church near the doors (you may want to save seats for yourselves on crowded days). Pay attention to activities in the Narthex throughout the service and assist as needed.
- c. A first-aid kit is in the small closet opposite the area where the candle lighters are stored.
- d. Take attendance before the Children's Sermon. Make a separate count of adults and children, including the choir, minister and organist. Write this count up on a sheet of paper and place it in the secretary's mailbox in the office after the service.
- e. Pass out the attendance books during the Children's Sermon. One usher goes down each side aisle. Give one to the first pew on the side sections, one to the first pew in the center, and one to a center pew about halfway back (there are 6 books). Keep an eye on them so they can easily be collected as soon as possible. When collected, write a list of **new visitors** and give the list to the Pastor at offering time.
- f. **OFFERING**
 - i. Be ready as this point in the service approaches. Get in formation during the preceding hymn or prayer. Form two lines.
 - ii. Move to the front of the church on the Pastor's nod. At the altar, the ushers in the back of the lines move to the sides to form a straight line. Pause for prayer.
 - iii. Take the collection plates. The right most usher collects first from the choir (the first person in the front row of the choir will have all of their envelopes) and rejoins

his/her partner in the right center section. Both sets of ushers do the center sections first. Pass plates from front to back, alternating rows. Use common sense and keep eye contact with your partner. Try not to make anyone get up or stretch to pass the plate to a person all the way across the pew. Work your way to the back of the church and move to the side sections. Wait until all four of the ushers are ready to do the side sections. Then, in unison, move to the front of the side sections and continue collecting the offering.

- iv. Once all sections have been covered, wait at the back and proceed forward during the Doxology. Give the Pastor the list of visitors if completed.
- v. Once the Pastor collects the plates, turn in unison towards the center and proceed to the back of the church.
- vi. If the visitor's list is completed after the offering, walk the list up to the Pastor during the last hymn.

g. COMMUNION

- i. Be ready as this point in the service approaches. All 4 ushers and 2 communion ushers* should get in formation when the Pastor holds up the bread and wine.
*During the summer the 4 ushers will serve the communion.
- ii. Line up in pairs. At the pastor's nod, move to the front of the church. At the altar, the ushers in the back rows fan out, in order, to the right and left to form a straight line facing the altar.
- iii. Take and distribute the bread. The right most usher serves the choir (a choir member will help) and then the right section of the sanctuary. The center four ushers serve the center sections of the sanctuary in pairs. The left most usher serves the left section and then helps finish the right sections.
- iv. Once the serving is complete, gather in the back of the sanctuary and move forward on the Pastor's nod. Fan out into a straight line as before. When giving your plate to the Pastor, take your piece of bread.
- v. Repeat the last four steps for serving the wine. If needed, re-distribute the communion cups among the trays to trade trays to have enough to serve the people in the side sections.
- vi. Once all serving is complete, turn in unison towards the center and move to the back of the church.

4. AS THE SERVICE IS ENDING:

- a. As the last hymn is begun, see that the acolyte is ready to extinguish the candles. If the acolyte doesn't show, one of the ushers should do this. Candles are extinguished directly after the Pastor comes down the aisle. Once the acolyte is at the altar, one candle is snuffed, the wick re-lit from the second candle. Then the second candle is snuffed. The acolyte leaves the front of the church with the wick still lit.

5. AFTER THE SERVICE

- a. Straighten up all hymnals, Bibles, envelopes. Collect used bulletins and other papers and place in recycling box. Collect and dispose of any trash. Collect any communion cups and take to the preparation room to the left of the altar.
- b. Take attendance count to the secretary's mailbox in the workroom.

THANK YOU FOR ALL OF YOUR HELP.

