

## Usher/Greeter Duties

*To Welcome the neighbor or stranger is to Welcome God's guest.*

Responsibilities:

- Usher/Greeters are scheduled for all services during the month. For example, all services on Sunday as well if any scheduled during the week. For example, Maundy Thursday or if Christmas Eve services fall within the week.
- Be at the church one-half hour before the service is scheduled to begin. Be properly attired as we are a representative of Christ and His Church.
- Name tags or usher tags are available.
- The head usher will give the offertory assignments.
- Maintain an atmosphere of reverence in the Narthex.
- Greet worshipers and hand out bulletins. Worship bulletins are available for children (one bulletin for children ages 4 – 6; the other for children ages 7 - 12). If you run low on bulletins, inform the head usher.
- There should be a minimum of 3 usher/greeters at the front double doors with one greeting and 2 handing out bulletins. There should be 1 usher/greeter (normally done by the head usher) positioned near the side doors to the right of the entrance for worshipers not entering the front.
- Adult supervision is recommended if a child is assisting in handing out bulletins and should stay with the adult inside the Narthex. Allow them to hand out the children's bulletins. Use this time to nurture their gifts.
- Special attention should be given to visitors to make them feel welcomed and to assist in seating if needed. Direct nursery location or explain Children's Church if applicable.
- Special attention to those with special needs or needing assistance of any kind. For example, opening doors or assisting with seating.
- For the offering: At the appropriate time, move to the back of the Narthex to your assigned position. All four ushers are to come forward, two down center aisle, two on outer aisles, at the appropriate time with offering plates. Pass the plates, then all ushers to return to the back of the Sanctuary and stand until the Doxology. Side aisle usher will then take their seats. The ushers in the center aisle will bring the offering to the Pastor at the beginning of the Doxology and remain through the Prayer of Dedication.
- Elder usher and 'other' usher will assist in counting the offering and return offertory plates to the Narthex.
- Elder ushers (normally the head usher and the session member depositor) assigned for the month in securing/locking the Sanctuary and other doors (Fellowship/Education/Office building) will assist the head usher.

**If you are unable to serve, you are responsible for finding a replacement and informing the church office of this change, 584-3826.**

Thank you for SERVING and may your ministry in Christ be blessed.