

USHERS HELP SHEET

Time to Report: 8:30 a.m. service – try to be there at 8:00 a.m.
11:00 a.m. service – try to be there at 10:30 a.m.

Two ushers should be present. Each usher should be located at the front door or the Fellowship Hall door.



✚ Greet worshippers warmly. Keep in mind that your primary job is to make everyone you greet feel welcomed. **SMILE!**

✚ Arrange for 2 other persons to help with taking the offering, usually the “Greeters” for the morning but consider and **encourage youth to help.**

✚ **Bulletins** are found on a shelf near the front door. Usually there is a list of worshippers who need large print bulletins (also hymnals and Bibles) and a “**count sheet**” on top of the bulletins.

✚ There are **hearing devices** (4) for those who need hearing assistance. They are located on the shelf in the small room off the Chancel. Ushers at the 8:30 service should put out two devices at the Fellowship Hall entrance and two at the Narthex entrance. Make sure they are secure from theft once the doors are closed for the service. Pick up and return the devices to the room and place in their box after the service. Ushers at 11:00 follow the same procedure and in addition to returning them to the box make sure they are turned off and plug the power supply into each device. The devices go into a box with charging wires and the headsets go into the basket.

✚ Hand out bulletins as you greet worshippers. Watch for available seats for worshippers who can not readily find a vacant place to sit. Help them locate a seat.

✚ **Stay near doors in the Narthex and Fellowship Hall to greet latecomers.** Keep swinging doors open through the Lord’s Prayer.

✚ During the first hymn, **COLLECT PRAYER REQUEST FORMS** and deliver them to the pastor after the prayer of confession.

✚ Be alert for anyone needing help during worship, including children coming down from the balcony for the “Kids’ Sermon.”

✚ **COUNT WORSHIPPERS** – include all worshippers in the chancel, balcony, and main section of the church – even the Fellowship Hall, if necessary. Put the “Count Form” in the drawer beneath the guest sign-in book in the Narthex.

✚ **COLLECT THE OFFERING** - Remain at the back of the sanctuary until the Doxology begins. then walk to the table and remain until the prayer of dedication is over. Hand the offering plates to the Worship Associate. At this time Pastor Ted will give you microphones to take to those with a Joy or Concern.

THANK YOU FOR BEING AN USHER, A VALUABLE ASSET TO OUR WORSHIP EXPERIENCE.



GUIDELINES FOR GREETERS

Thank you for your willingness to serve in this important ministry. It is important because you will be the first ones making contact with our visitors. Impressions are made in the first few minutes. Your primary job is to ensure that everyone who worships with us feels genuinely and warmly welcomed.

1. Be ready to begin **fifteen minutes** before the service begins. Greet people by name as possible. Wear your name tag and encourage others to put on a sticky name tag. If there are newcomers, be ready to introduce them during the announcement time.

2. Greeters have been assisting the ushers in receiving the offering. Be prepared to help with this.

3. Be available to answer any questions. If you do not know the answer, go with them to someone you think might know the answer. Take them to the Welcome Center as resources would be located there.