

USHER/GREETER DUTIES

- Arrive 20 minutes before the service.
- Wear your nametag.
- Ask the Worship Associate where to stand. They are the lead person and can assist you with any problems.
- In the front, 1 person shakes hands and the other hands out Orders of Worship, the 3rd person stands behind the Sanctuary to greet and hand out Orders of Worship.
- When the service begins, close the doors and leave extra Orders of Worship on the shelf behind the last pew.
- Conduct collection with the WA.
- After the service concludes, clean up all the pews including putting hymnals away, clearing out Orders of Worship and putting informational papers in the plastic bags in each pew.