

Ushers/Greeters Duties

Arrive 15 minutes before services

Before the Service:

- Introduce yourself to the Worship Associate (WA) and check if they need help.
- Wear your name tag to identify yourself.
- WA will tell you where to stand. One should be greeting at entrance, one handling out order of service behind last pew, one in back entrance to sanctuary greeting and handing out order of service and one in the portico to direct those who need assistance finding the sanctuary.
- In the winter, encourage worshipers to hang up their coats to allow for more seating.
- Escort worshipers to a seat if needed.

The Offering:

- Just prior to the offering, pick up collection plate and wait at the rear of one of the aisles.
- When the minister announces the offering, all 4 U/G proceed to the front of the Sanctuary **at the same time.**
- Remain there until all U/G have taken their places. **Begin the offering collection simultaneously.** Hand plate to first person in the pew so that they can pass along the pew and return it to you.
- At the narthex, Worship Associate will collect all 4 plates. They will choose one U/G to go with them and take the plates to the minister when requested. WA stands on one side of minister and U/G will stand on the other side. He gives thanks for the offering, and you accompany the WA to the safe where collection is deposited.
There should always be two people who go to the safe.
- You may take a seat after the Offering.

After the Service:

Check every pew:

- *Remove any orders of service, papers, put pencils back in pouch, check to see if supplies need refilling in pouches. Supplies are in the WA closet.*
- *Place all hymnals so that their front covers are visible and check that no orders of service are in hymnal holders. There should be 3 hymnals in each holder.*
- *Check the floor for items left behind put tissue boxes back on window sills.*
- *Check chancel and remove orders of service and clean under podium.*
- *Check to see that hymnals are in the first pews. Extra books are in WA supply closet.*
- *Place Orders of Service papers in Work Room. Remove any inserts and save them.*
- *Let WA know if any supplies need replenishing that are in the pews*