

## **Worship Preparations**

These instructions are written for Sunday morning worship, but they also apply generally to worship at other times, such as Christmas Eve and Easter Sunrise services.

### **The Head Usher should:**

1. Be sure all lights are on.
2. Turn on both microphones.
3. Make sure hymnals are distributed equally among the pews, and on the table where the pastor and the liturgist sit.
4. Make sure the liturgist has a bible - use the Carters' Gift Bible unless the liturgist has a personal bible.
5. Depending on the weather, open the doors to the sanctuary
6. Also depending on the weather, open one or more windows, and the transoms over the doors.
7. After the service, close the doors to the sanctuary, and close the windows.

### **Head Usher's Duties**

The responsibilities of the Head Usher include, but are not limited to:

1. Serving for a full calendar month at a time.
2. Choosing four ushers to server for the month, and selecting a substitute if a selected usher is not available.
3. Arriving at least 20 minutes before worship begins, that is, at 9:40AM.
4. Recruiting acolytes before worship begins.
5. Checking on the distribution of hymnals before worship begins (to be sure that the hymnals are within reach of all worshippers), and placing them over the lip of the pew rack.
6. Making sure one or two ushers are in place to hand out bulletins.
7. Assuring that the bell is rung 15 minutes before worship begins and again just before worship begins.
8. Assisting in removing post-worship debris (bulletins left behind, children's artwork, etc.)
9. Collecting the offering (instructions appear below).

### **Ushers' Duties**

The responsibilities of the Ushers include, but are not limited to:

1. Agreeing to serve in advance, and assisting the head usher in finding a substitute if unable to be in worship
2. Assisting in preparations for worship (instructions appear above).
3. Assisting the Head Usher in handing out bulletins.
4. Collecting the Offering (instructions appear below).
5. Serving as Deacons for Communion (instructions appear below).

## **Offertory Guidelines**

Ushers should be assigned before worship begins. The Head Usher or an usher designated by the Head Usher should explain the process to the ushers, and assign them their places.

### Moving to the Back of the Sanctuary

When the Invitation begins, the ushers should make their way to the back of the sanctuary, and face the altar, in two pairs.

### Coming Forward

When the pastor or lay leader beckons to them, the ushers should come forward to receive the plates. The pastor will hand two plates to each of the two ushers closest to her or him, and each of them should hand one plate to the usher behind her or him.

### Taking the Offering

Each pair of ushers will be responsible for the collection on one side of the sanctuary. One usher will walk down the center aisle, the other down the outside aisle. Each usher will hand the plate to the person sitting closest to the aisle, alternating rows, so that he or she can take the plate from that usher's partner as it arrives.

### Waiting for the Doxology

When the collection is complete, the two ushers from the outside aisles should give their plates to the two usher from the center aisle, and those two ushers should wait at the back of the sanctuary until the Doxology begins.

### Bringing the Offering to the Altar

When the Doxology begins, the two ushers with two plates each should return at a good pace to the altar and place the plates on the communion table, near the altar bible. (The other two ushers should remain in place at the back of the sanctuary until the conclusion of the Prayer of Dedication, and then resume their seats.) The pastor will not take the plates from the ushers.

### During the Prayer of Dedication

During the Prayer, the ushers who came forward with the offering should remain at the altar, facing it, as the pastor delivers the prayer.

## **Guidelines for Greeters**

1. One official Greeter will be responsible for all Sundays in a given month. Each Greeter must provide a substitute if he or she will be absent. Please try to let Pastor Laurie know by 9:30 AM Thursday (to meet the deadline for the bulletin), or, in an emergency, at 531-8212.
2. The Greeter should be in the Sanctuary 15 minutes before worship begins, because guests often arrive early. Greeters' ribbons and name tags are on the white table to the left.
3. The Greeter's main responsibility is to welcome visitors, so please don't spend time chatting with friends, and please don't hand out programs. If the usher isn't there to hand them out, ask a member of the congregation to do so.
4. The Greeter should greet each visitor warmly. If you see someone approaching who isn't familiar, ask a member, who might know about the person. If you're still unsure whether the person is a visitor or a member who attends irregularly, you might say, "My name is \_\_\_\_\_. I don't think we've met before." The person is likely to share a connection with the church.
5. Ask each guest's name, ask them to sign the guest book binder and/or complete a visitor's card (bright green forms). Fill out a name tag and be sure the visitor received a program from the usher. Tell a visitor with small children about the church school and introduce her or him to a teacher. Invite visitors to our Fellowship after service. Make sure to introduce visitors to a church member, and ask the member to sit with them during worship and go with them to Fellowship. Point out our church literature (on the white table) and encourage visitors to help themselves to whatever they would like.
6. The church office will send a follow-up letter, and Pastor Laurie will talk with the visitor by phone if requested.
7. Greeters should sit near the door and keep an eye out for late coming visitors.