



Usher/Greeters for 10:45 Sanctuary Service

- Thank you! For agreeing to serve in this vital ministry.
- 3 of 4 Team members be at entrances into the Sanctuary by 10:30am, (Chestnut St., Gay St., and parlor doors). Due to our parking situation the Chestnut Street door will be the busiest and should be staffed first. 4th team member can be a “floater” available as necessary. Please wear your name tag or a “Welcome Team Member” tag that is near the bulletins.
- Greet everyone with a smile and a “Good Morning”, or something similar, and hand them a bulletin. If they put their hand out for a handshake or some type of contact acknowledge but do not initiate physical contact.
- If they don’t look familiar and you think they might be a first time guest, do not say “are you a visitor”. Rather say “I’m sorry, have we met” and introduce yourself.
- If they say they are a first time guest, thank them for coming, give them a “Jam” and let Pastor Christopher, Pastor Dale or Logan know so we can introduce ourselves. If they have children, walk them over to the sign-in station and/or introduce them to Logan.
- If someone seems confused or lost, offer to help. If you can’t answer their question don’t respond “I don’t know”, rather say “let’s find out” and put them in touch with a staff member.
- If someone is looking for a restroom, children’s area or something else don’t point in the direction but rather walk them there or ask someone nearby to escort them.
- During the service:
 - One team member will count the total attendance. Papers to log the numbers are on the table by the main, Gay Street, door. Count everyone in the building including nursery, junior church, balcony, choir loft, etc. Leave the paper in the church office.
 - When the pastor or liturgist introduces the offering, all four bring an offering plate up center aisle to the front, two will move out to the sides and two come down the middle. Pass the plates through the pews or offer to people if few in the pew. Work front to back, and someone go up to the balcony. Wait in the back for the Doxology to begin then two members bring the plates forward and hand to the Pastor and Liturgist. Remain standing at front until after the prayer of Dedication.
 - The first Sunday of each month includes Holy Communion. You will need to be in the center aisle releasing pew by pew to come forward if serving at the rail or by intinction. If it is being passed through the pews you will need all four and the process will be the same as the offering above.
- Above all if you have questions or are unsure about something please speak to Pastor Christopher or Pastor Dale.