

Trinity United Methodist Church

Ushers' & Greeters' Guidelines

A Prayer for Ushers and Greeters

Move us to do your work. When guests appear at our worship service, you are at work. As Christians, we know the responsibility we have to share our faith and welcome others. We pray that you will move our spirits and shape our actions so that newcomers can see the love of Jesus in everything we do. In your name we pray, Amen.

Your GOAL is to help worshippers feel welcome in order to find Christian Community and experience God's presence in worship.

Greeters

Our Greeters, at each service, are the first to create a warm atmosphere of welcome to visitors and members. Please arrive 20 minutes prior to the start of the Sunday service to greet with a handshake, a smile and give a warm welcome. Greeters at the 8:30 and 11:00 services should also assist with opening the side doors and not block the hallways as folks gather to enter the sanctuary. Be sure to introduce yourself, wear your nametag and get the name of any visitors to pass on to the Pastors &/or direct them to the *sign in book* on the Narthex table. We also have visitor nametags available by the visitor's book.

Note to Ushers and Greeters:

We are a friendly congregation, but in our enthusiasm to greet, we have a tendency to be a noisy group and disruptive to those in the sanctuary who are preparing for the service. Let us remember to greet quietly.

8:30 Service – Ushers

All of the doors to be unlocked to the Church and Memorial Fellowship Hall / Education Building by 7:50 am. Turn on all of the lights in the Church building, and take the signage from the preschool stage area and place at the northwest corner of the Church and on the west side of the two buildings, place a sign announcing the location of the Memorial Hall.

If flowers are listed in the bulletin, they will be found near the Preschool front door. Place the fresh flowers on the small table near the organ.

Turn on heating / AC as needed. Set the rear thermostat on 71 in the winter and 68 in the summer. The Pastor will set the front thermostat for the comfort of those at the Chancel. Turn on all lights in sanctuary and the lights behind the stain glass. Check the sound knob, by the light switches, is on for the Narthex area. Take three bulletins to the front rows for the Acolytes' use and place two bulletins on the Pastor's pew and the Asst/ Pastor's pew. Place water glasses for the Pastors' on tables by pew.

Duties at 8:30 and 11:00 services:

Pass out bulletins. Two Ushers to stand with their back to a Sanctuary door and hand out the bulletins. It is important to not allow nor cause blockage of the entrance. A third Usher to be at the front door (Racetrack entrance) and be ready to open the door, greet and direct folks to the Narthex. The head Usher needs to be available for showing folks where the Nursery or Sunday school classes are located and handle any emergencies. Be aware of where assistance may be needed, opening doors etc.

Provide hearing assistance receivers if needed. (Batteries are in the Ushers' cabinet). Check each hearing aid is off after the service.

Try to seat and introduce newcomers near someone who will help them feel comfortable.

Cue Acolytes and cross bearer for their entrance (if Acolyte coordinator is not there) Acolytes should sit or stand east of the sanctuary doors until time to enter. They enter at the beginning of the first verse of the opening hymn. Ushers should hold all latecomers while the Acolytes and cross bearer proceed down the aisle and light the candles. Also latecomers should not enter the sanctuary during prayer.

Close the Sanctuary doors quietly.

Count the congregation near the end of the first hymn including the Acolytes, Choir, Lay Reader and guests. Then count the persons in the Nursery. **Enter the count on the log clipboard** located in the security room. Be sure to add any late attendees. This is a critical number needed each Sunday and tracked to assess and report to our Bishop. Please count carefully and at all services.

The Offering:

Be prepared to take up the offering by being inside the sanctuary doors during the Pastor's prayer, and to come forward when called by the Pastor. After the offering is collected two Ushers take the plates back to the Acolytes on the first chord of the Doxology.

On **Communion Sunday**, two ushers direct and assist the congregation during the Communion. They also will place the Communion basket & table between the front pews.

At the end of each service, the head usher and one other usher picks up the offering plates, and Communion basket, if applies, to the Security Room. (Ushers who are related should not be sorting the funds) Close the door and sort funds: all checks and bills to be placed in same direction and separated. The dollars sort per denomination.

Keep **Communion funds** separate from the offering and place in the Communion bag. There is a communion bag for each service as well as bank bags. (Never open any envelopes) Place all funds in bank bags provided and put in the safe.

All Solomon Porch stubs etc. in the **Receptionist** box. Replace the offering plates on the altar. On Communion Sunday, after the 11:00 am service, place the communion basket and table in the Sacristy.

After The Service:

Ushers, after each service, clean up the pews, remove bulletins, replace Bibles and hymnals, replace the children's bags and return the attendance folders to the center aisle. Place all unused bulletins, including those from the pews on the Ushers' table for Carolyn to collect.

After each service the Ushers tear out the top page of the red, attendance folders and place in the **Receptionist** box.

The 11:00 AM Ushers need to lock all entrances to the Church, except near the Narthex, after the service has started. This is requested for the safety of our children in the nursery and general security.

After the service return all heat /AC units to the original temperature. Turn out the lights and lock all doors to the Church. The 9:45 Ushers should lock all of the doors to the Memorial Fellowship Hall & building, but 11:00 am Ushers should double check the doors. **Lock the safety, room door.**

General Responsibilities:

Please notify the Usher Coordinator, Sandi Sears 8:30 am services, and Wayne Kuhn 11:00 am services, if you will be absent, so there will be plenty of time to find a replacement.

Appropriate church wear should be worn, which includes coat and slacks for men, and wear Usher / personal name tags. (During the summer, coats are not required)

Be familiar with the location of Sunday schools, nursery locations so can easily assist visitors. Maps will be at the Usher station as well as general information about Sunday school classes.

Be familiar with the location of the fire extinguishers. In case of emergency, there will be a phone in the safety room for emergencies. There is a wheel chair for emergencies in the library area.

The **Head Usher's duties** for all services include coordinating the placement of Greeters to welcome visitors, and Ushers to hand out bulletins, the offering, and communion service., also to handle any emergency situations, and train new Ushers.

9:45 Ushers

Ushers are needed at the hall and outside entrances to the Memorial Hall. The head usher coordinates the offering, communion service, security of the building and clean-up after the service.

The offering is counted in the kitchen by two ushers (one to be the head usher), placed in the appropriate bank bags and both ushers place the bags in the safe. (Do not open any of the envelopes)

All Solomon Supper Porch stubs, the tear sheets from the attendance booklets, etc. are to be placed in the **Receptionist** box. Enter the **attendance count** on the log clipboard located in the security room.

Worship Chairperson / Altar Guild / Communion Servers & 8:30 am Usher Coordinator– Sandi Sears

erasandi@cox.net / 585 4381 or 862 7875

11:00 am Usher Coordinator – Wayne Kuhn

koonercox.net / 244 0187

11:00 & 8:30 Greeter Coordinator – Linda Carnley

glkcar/ 862 5798

9:45 am Usher Coordinator – Christina May

rosiemay@cox.net / 863 2628

Thank each of you for sharing your time in this ministry!

God Bless you!