

## Greeting / Ushering Instructions

There will ordinarily be two ushers (Deacons or Elders) and two – four greeters (laypeople, Deacons or Elders) assigned for each service. One Deacon will be designated Head Usher.

ARRIVAL — Greeters / Ushers should arrive approximately fifteen minutes before the service. And should wear their name tags. Greeters can use the “Greeter” tag or use a label to create their own.

SERVICE RESPONSIBILITIES — The primary responsibilities of the greeters / ushers are to welcome people to First Pres and offer any assistance they may need. It is especially important to welcome visitors and newcomers. Ushers should be in position to hand out bulletins and welcome anyone coming into the building. They should also be able to help visitors find the Nursery or Sunday School rooms.

POSITIONING (in order of priority)

- One usher at the south side of the Narthex
- One usher at the north side of the Narthex
- One usher at the 1st floor Elevator Lobby
- One usher in the Office Lobby. Five minutes after the start of the service, this usher may return to Narthex
- One usher in the Tower (north) Lobby
- The Head Usher is available as needed to handle any issues that may arise

HEAD USHER — PRE-SERVICE RESPONSIBILITIES

- Flowers (if available) and/or a rose for a new baby from the kitchen or refrigerator
- Light the candles on the Communion Table and by the Baptismal Font
- Make sure the following are in place: Bulletins (in the Narthex, the South Corridor, Office Lobby and Tower Lobby); Offering plates and Count Slip in the Narthex; Large Print Bulletins and Bibles in the Narthex; Instructions for the use of the Hearing Loop

COUNTING— The Head Usher will make sure that someone counts the worshipers. Fill in the count slip as late in the service as possible to reflect the count most accurately. Place the slip in one of the offering plates. Be sure to include members of the choir/worship team, the balcony tech team, and the children in the Sunday School classes running concurrently with worship in your count.

OFFERING — The offering is taken by passing the plates through each of the three sections of the Sanctuary.

- An “Usher Key” to the Church Office will be available to ushers
- Ushers combine the offering when the collection is completed
- The Head Usher collects the offering directly into a money bag from the offering plates. The money bags will be available in the credenza in the Narthex.

- Two ushers take the money bag to the Church Office. Note: two people are always required to walk together to deliver the offering.
- The safe in the Church Office will be open
- Drop the money bag in lock box inside safe
- Lock the safe and lock the Office
- When ushers are not deacons, one deacon is still needed to oversee the security of the offering, making sure it is delivered to the Church Office using this procedure.

AFTER THE OFFERING — Ushers complete a security sweep of the building. This includes walking all three floors and checking classrooms and bathrooms. Following the sweep, ushers should join the congregation. One usher should sit near the back of the Sanctuary to help anyone who might need to leave the service (restroom, crying baby, etc.) to the appropriate place. Keep in mind that noise in the Narthex can be heard in the Sanctuary. If this becomes disruptive, please escort people to the Bride's Room (below the Narthex).

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