

## **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 Children/Family team (CYF Dir. /Teen Helpers) should:**

1. Arrive at 9:45 am in the sanctuary.
2. Make sure hymnals are distributed equally among the pews, and on the front row where the pastor and the liturgist sit.
3. Be sure back rows are moved forward and aisles are tied off with ropes
4. Put out updated busy bags for families visiting with children
5. Recruiting acolytes before worship begins.
6. Bring up special skit supplies as needed for children's time

### **After the worship service:**

7. Assisting in removing post-worship debris (bulletins left behind, children's artwork, etc.)
8. Putting away materials used for children's skits

### **Laurie:**

9. Be sure all lights are on.
10. Be sure batteries are charged, test & Turn on both microphones
11. Copy sermon & distribute to hard of hearing folks
12. Set up special av needs
13. Meet with liturgist before service

14. Check in with choir and pray before start
15. Organize special skits for children's time
16. After the Service: Shut off lights, power, & lock up

**The Head Usher should:**

17. Depending on the weather, open the doors to the sanctuary
18. Also depending on the weather, open one or more windows, and the transoms over the doors.
19. 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. Making sure one or two ushers are in place to hand out bulletins.
5. Assuring that the bell is rung 15 minutes before worship begins and again just before worship begins.
6. 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 ushers 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, asking one of the greeters to fill in (Manleys, Byrens, Pegrams, Coleman/Jones) . Please office manager Nancy Montier know by 9:30 AM Thursday (to meet the deadline for the bulletin), at 531-8212.
2. The Greeter should be in the Sanctuary 15 minutes before worship begins, because guests often arrive early. If the bulletins and the name tag boxes are still in the office, bring them out to the sanctuary and set on the table in the back row.
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 complete a visitor's card and give it back to you. (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 our director Matthew, and share a "busy bag" with them. 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. Invite regular attendees to put on their name tags. If they don't have one, they can make a stickie name tag. Fill out a green visitor form with their name carefully written and a note that they just need a name tag.
7. Return the green cards to the church office for Pastor Laurie along with pertinent notes that you have about your conversations. Pastor Laurie will email a follow-up letter, and Pastor Laurie will talk with the visitor by phone if requested.
8. Greeters should sit near the door and keep an eye out for late coming visitors.
9. After worship, bring the name tags (in their box) into the Friendship room, and invite the new visitors to come and enjoy hospitality. Try to introduce them to others and start conversations going.