

Ushers

- 1) Ushers for the 8:15 am service arrive SMILING at 8:00 am. Wear your name tag. Ushers for the 10:50 am service arrive SMILING at 10:30 am. Wear your name tag.
- 2) Bulletins for the service are on the table in the narthex or in the chapel on the table at the entrance door. Children's bulletins for 2 age groups (note the two different colors) are printed and made available for the children as are crayons.
- 3) Stand in the narthex to welcome each person arriving, calling them by name when possible or introducing yourself if comfortable doing this. Remain in narthex until "Greeting" time in service.
- 4) Give each person or family a bulletin
- 5) Any guest or visitor should be **taken inside the Chapel/Sanctuary** and **introduced** to someone already in the Chapel/Sanctuary hopefully, someone about their age group.
- 6) Return to narthex to continue
- 7) After service begins close the doors into the chapel/sanctuary. One usher should remain in each narthex and one just inside of Sanctuary. In Chapel, ushers remain at the back watchful of people still coming in. In both the Sanctuary and the Chapel ushers be aware of any needs anyone in congregation might have.
- 8) When it is time to take the offering, go to front and get collection plates from minister. One usher is on each isle to help get the plates passed as needed. When all plates have been passed, ushers take them back to the front to the minister. After the prayer the minister will return the offering plates to the Ushers
- 9) During the last hymn, one usher on each side should open the doors at the back of the Sanctuary/Chapel and remain until all have gone.
- 10) If we have a visitor or guest, the ushers should make it a point to say something to that person and invite them to return.

We truly appreciate your service. Know that by serving your church friends, you have served the Lord.