

## Instructions for Ushers and Greeters

**Please arrive 25 minutes prior to the service. Wear your name tags; blank nametags are available if you cannot find yours.**

### Roles/Mission of Ushers and Greeters

The greeters and ushers are often the first face that someone sees when they enter the church. Please greet them warmly, especially if they appear to be new comers or look like they are unsure of where to go.

As necessary, “usher” persons to their seats. As the sanctuary fills, keep track of empty seats, and be prepared to help people find seats, and ask persons who are already seated to make room for later arrivals, if necessary.

### Greeters

The head ushers will assign greeters. If you prefer to greet rather than usher, please let him or her know. **Greeters stand on the right side of inner doors from the narthex (front lobby) into sanctuary and greet people entering through the front doors. Others may be assigned to greet at the Hubbard St. entrance and on the front steps.**

### Ushers

#### **Hand out bulletins**

Usher at front left door entrance from Parish Hall, remain “at your post” until the service begins and leave some bulletins for latecomers entering through that door.  
2-4 ushers at back of sanctuary; 1 at Center aisle; 1 at door entering left side of Sanctuary (as you face the altar); if there are sufficient ushers, next person can serve at door entering right side of sanctuary

**Large print bulletins are available.**

When service begins (after Prelude), Ushers and Greeters may be seated at rear of sanctuary to provide bulletins and directions to people entering after service has started. It is useful to know if there is room in balcony for late arrivals. When few or no seats are available at beginning of the service, let late-comers know that there will be seats as soon as children go to Church School (on Sundays when there is Church School).

### **Collect Offering**

Four ushers will march forward as the minister descends the stairs to stand by the communion table. When the leading pair of ushers reaches the front of the sanctuary they should step apart far enough to enable the following pair to fit between them. Other ushers will wait in the narthex. The minister will give each usher an offering plate. The ushers on the outside turn outward and go down the side aisles. The ushers on the inside will simultaneously turn inward and proceed down the center aisle.

Ushers at the rear of the sanctuary will use the two plates at the rear to collect the offering from people in the balcony. On Communion Sundays, ushers will bring the empty plates

forward with them before the Offering and retain the full plates containing the Offering and take them to the back of the church after the doxology and prayer.

#### **After the Service**

**Pick up bulletins and any papers or other items left in the pews** and leave them in Reception office.

**Collect sheets in Fellowship books** that have names written in them and give them to head ushers or put them on the reception desk with date & service time on top sheet.

See head ushers for additional tasks such as windows, curtains, etc.

**Fire Alarm.** In the event of a fire alarm, open all three Walden Street doors of the church and guide the congregation to move steadily two by two to those doors and out. Each of the two smaller side doors has a surface mounted dead bolt which can be thrown to open the doors with a little shove. The front part of the congregation can exit through the Parish hall or through the library to the Hubbard street door.

Tell parents not to go to the church school classes or nursery -their children will be evacuated by their teachers and parents may meet them outside.