



USHER/GREETER INSTRUCTIONS

10:30 AM Service

Thank you for volunteering to usher and/or greet on Sunday morning. Your friendly “Good morning! Welcome to worship” invites everyone into the sanctuary knowing they are in the right place at the right time. Your bright smile demonstrates the love of God welcoming everyone to worship God in Spirit and Truth. Thank you for serving today!

Lead Usher is the person who signed up as L1.

Usher L1 is Ramp Door.

Usher R1 is Narthex.

The Usher is also the Greeter. The Greeter is also the Usher.

“Balcony” as used in these instructions, refers to the pews in the back of the sanctuary.

PRE -SERVICE

- Collect any Lost & Now Found items from pews. Place on counter in kitchen. Include a note describing where item was found. Custodian will bring to Barb Monday morning.
- Open stained-glass windows as necessary to ensure appropriate air circulation.
- Put a full glass of water in the pulpit.
- Make sure an offering plate is on the table along the west wall in the Narthex.
- Make sure an offering plate is on the pedestal just inside the Ramp Door.
- Retrieve the 10:30 a.m. bulletins from last pew in the back near Ramp Door in the “balcony.”
- Put a stack of bulletins on the table along the east wall in the Narthex.
- Put a stack of bulletins at the ramp end of first pew in the “balcony.”
- Become an official Director of First Impressions usher. Greet and hand out bulletins.
L1 = Ramp Door; R1 = Narthex
- Close the door by the organ and close the door by the pulpit.
- Assign someone to ring the bell to begin the service on cue by either Pastor or Kimberlee.

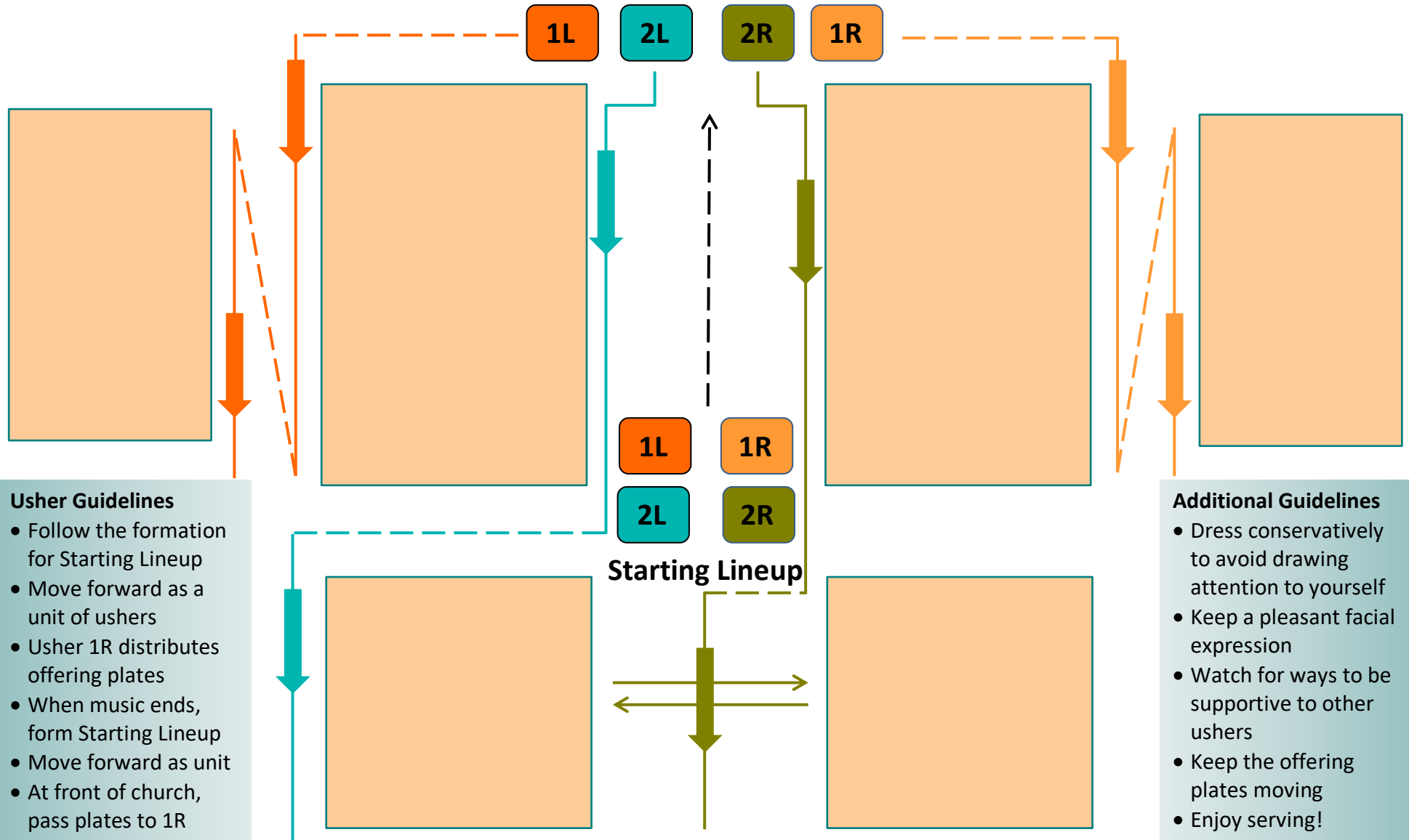
DURING THE SERVICE

- Greet and hand out bulletins through the end of the announcements.
- After announcements, L1 sit at the ramp end of the second pew in the “balcony.” Be available to hand out bulletins and seat late arrivers.

- If weather appropriate, L1 close ramp door.
- After the announcements, R1 sit at the Narthex end of the first row in the “balcony.” Be available to hand out bulletins and seat late arrivers.
- R1 close interior Narthex doors.
- L1 count the number of attendees. Include pastor, program staff, and Livestream/audio crew.
- For security R1 brings offering collection plate into the sanctuary from the Narthex.
- During the Blessing of Aaron, R1 open the interior and exterior Narthex doors.
- During the Blessing of Aaron, L1 open Ramp Door.

POST SERVICE

- Pick-up bulletins and trash left behind on floor and on any pew and in Narthex.
- Collect offering from Ramp Door and Narthex offering plates.
- Record attendance and cash using the Offerings and Attendance form linked from the footer of the GMPC website home page: **gmpc.org** (scroll all the way to the bottom: Usher Count or visit www.gmpc.org/ushercount directly).
- Put cash, offering envelopes and checks in plastic bag (sandwich bags in kitchen drawer by coffee maker). Put bag in drop slot of safe in closet of restroom by kitchen. Turn the safe knob until the bag drops.
- Retrieve blue “No Parking” signs from C Street and return to Narthex.
- Retrieve the water glass from the pulpit. Wash, dry, and return to cabinet in kitchen.
- Turn off the central fan (switch located in closet at 10th Street entrance).
- Close all the stained-glass windows.
- Lock playground bathroom door (key on wall by refrigerator in Parish Hall).
- Congratulate yourself on a job well-done and high-fives all around!



Usher Guidelines

- Follow the formation for Starting Lineup
- Move forward as a unit of ushers
- Usher 1R distributes offering plates
- When music ends, form Starting Lineup
- Move forward as unit
- At front of church, pass plates to 1R

Additional Guidelines

- Dress conservatively to avoid drawing attention to yourself
- Keep a pleasant facial expression
- Watch for ways to be supportive to other ushers
- Keep the offering plates moving
- Enjoy serving!