



Quick Guide for Ushers



USHERS – No Bulletins

Summer – be ready 15 minutes before service time.

Winter – if there is no snack time, be ready 15 minutes before service time. If there is snack, we ask you be ready at start of snack time.

- Turn sanctuary thermostat to 70 in summer, 68 in winter before service.
- Light candles up front.
- Turn on lights behind the cross.
- Pull shades on both sides.
- Open sanctuary doors
- Please stand inside the Sanctuary doors by last row of seats.
- Offer a greeting and a ‘Glad you were able to be with us today’ to all who come through. Guide them forward past back rows.
- Help families with small children find seats near the back if they wish (offer this option)
- As the sanctuary starts to fill, be prepared to ask people to slide over or even move one row to accommodate a larger group.
- Close the doors of the sanctuary when the countdown/video announcement starts.
- Bring the four baskets up front just before the prayer over the offering. Check bulletin for song que.
 - The Greeters help, but a 5th person is helpful.
- Pass the baskets to the left (North toward youth center) and put all money into one basket at the back out of site. Remove prayer cards and give to Pastor or Elder in his absence.
- One usher should accompany the Treasurer to the office to count and record the offering.
- Record attendance in all areas.
- Pay attention to anyone coming in late.
- Help them find seats when it won’t be a distraction i/e after prayer.
- During closing song/video, open sanctuary doors.
- Extinguish candles, turn off lights behind cross, raise shades
- Turn sanctuary thermostat to 74 in the summer, 65 in the winter after service, before leaving.
- Shut off lights in the sanctuary (while being courteous to those hanging around to gab)

After discussion at the Sept. 1 meeting, it was agreed: We are representatives of Christ to all coming in our doors. Please dress to impress as if God is sending His representative (Jesus Christ) to visit us. This does not mean you need to buy a new wardrobe with a suit and tie or fancy dress, but please keep this in mind when choosing what to wear when you are an Usher – Greeter – or Welcome Table attendant. Let's show others we respect God's house and all people. And remember, all are loved by Christ no matter what they wear.

EXIT GREETERS

- These can be either the Entrance Greeters and/or Ushers.
- Again, thank people for coming and try to use their names.
- Offer them a newsletter or any other pertinent information.
- Engage people in conversation.

NOTES

- We ask all Greeters and Ushers know where first aid kit, the fire extinguishers, the fan and light switches, the breaker boxes, and the volume knobs are.
- We ask they also know where candle lighters and any other tools for service are.
- If you are unable to come your assigned Sunday, you are responsible to find a replacement.
- If you are unable to stay to return lights and thermostats to their original settings, you are responsible to find someone to do this for you.
- Remember, you represent Jesus as his ambassador and steward.

Thank you very much for volunteering your time.

Agape Ministry Team