

# First Congregational Church of Wilmette

## Usher & Greeter Duties

Thank you for serving as an usher and/or greeter on Sunday mornings! You have an important role to play as a host offering hospitality to our members and visitors. You are often the first person that a visitor sees when they enter the Sanctuary. Therefore, please be on time and ready to greet and welcome people on Sundays.

---Rev. Stephanie VanSlyke

**Head Usher**, arrive by 9:35 a.m., ready to check in with team.

**Usher/Greeter Team Members**, arrive by 9:40 a.m., and check in with Head Usher.

### **Before the Worship Service:**

- Check that pews contain visitor info cards and pens. ( Extra cards and pens are in the storage podium in the back of Sanctuary.)
- Hand out worship bulletins.
- Welcome members and visitors warmly.
- Assist visitors with seating, directions to classrooms or lavatories (maps of building and classrooms are in the back of the sanctuary).
- Assist members with hearing assist devices.
- Light any candles on communion table if the decorator has not done so.

### **During the Worship Service:**

- Head usher takes attendance. Attendance cards are in the storage podium in the back of the sanctuary.
- All ushers come to the back of the center aisle for offering during the "Prayer Response," following the Lord's Prayer.
- As the pastor gives the offering invitation, process down the center aisle two by two.
- When you reach the top of the aisle, the first pair steps to the outside. The second pair stands in the middle of the aisle. The pastor distributes the plates.
- Collect offering; wait in back of sanctuary until the offertory concludes. Place attendance card in plate.
- At the beginning of the "Doxology" (Praise God from Whom all Blessings Flow), process down the aisle two by two. First pair step to outside, second pair stand in middle. Pastor collects plates. Remain in place until concluding prayer. Then process back down aisle, two by two.

### **Following the Worship Service:**

- Collect hearing assist devices.
- Collect used bulletins from pews; dispose of in recycling bin in back of Sanctuary.
- Tidy and straighten pews; return hymnals to racks, etc.
- Place left over bulletins, inserts, etc. in recycling bin in back of Sanctuary.