

## GREETER/USHER TRAINING



### GREETER INSTRUCTIONS

- Arrive no later than 10:40 a.m.
- Put on the Greeter magnetic name tag ( on table next to Sanctuary doors)
- SMILE!
- One Greeter will be stationed at the front (glass doors) of the church to open the door for every person who enters. To each person say: "Welcome! We're glad you're here," and invite/direct them toward the refreshments.
- Other Greeter will stand at the doors of the Sanctuary with bulletins and any handouts. To each person say: "Good morning! It's good to see you today."
- Please stay at the doors until 11:05. When we start the Greeting (when we greet one another in the name of Christ) you may leave your post (unless you see someone coming) and close the Sanctuary doors.

### USHER INSTRUCTIONS



- A moment before the Offering, quietly get up and go stand together at the back of the Sanctuary at the center aisle. Wait for the Liturgist to call you down for the Offering.
  - Walk down the center aisle together and stand at the center of the chancel rail.
  - The Acolyte will hand you each an offering plate.
  - The Liturgist will pray the Offering Prayer.
- Each of you will take your side of the congregation and pass the plate. Make sure each pew is given the opportunity to pass the plate.
- When you finish, stand together on the center aisle at the back of the Sanctuary and wait for the Doxology (Praise God from whom all blessings flow...) to begin.\*
- Walk down the center aisle together and stand at the center of the chancel rail.
- The Acolyte will collect the plates and place them on the Table or side table.
- After the Doxology is finished, you may return to your seats.

\* If there is no Doxology, as soon as you both finish collecting the offering simply walk down the center aisle together, hand the plates to the Acolyte and quietly return to your seats. On certain occasions we may not bring the offering down to the Table at all. When that is the case, you will be instructed accordingly.

Called to *Serve*