



USHER/GREETER INSTRUCTIONS

9:00 AM Service

Thank you for volunteering to usher and 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 1R.

Usher 1R is Lead Usher

1L greets at Ramp Door

Usher 2R Counts Offering with 1R

2L greets at Narthex Door

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

- Walk the perimeter of the campus, Thrift Cottage to Kirk House, and pick up any trash and/or dog poop (poop bags in upper, right drawer in dresser at 10th Street entrance).
- Unlock playground bathroom door (key on wall by refrigerator in Parish Hall).
- Open stained-glass windows as necessary to ensure appropriate air circulation... OR
- Turn on heater: 68°.
- Open the Ramp Door and the interior and exterior Narthex doors.
- Set central fan to “Low” (located in closet in 10th Street entrance)
- Put a full glass of water in the pulpit.
- Make sure offering plates are on the table below the pulpit flowers.
- Pick up 10:30am bulletins from pew near Ramp Door in the “balcony” and put them on the last pew in the “balcony” on the Ramp Door side.
- Put a stack of 9:00 a.m. bulletins on the table along the east wall in the Narthex.
- Put a stack of 9:00 a.m. bulletins at the ramp end of first pew in the “balcony.”
- Become an official Director of First Impressions usher. Greet and hand out bulletins.
1L = Ramp Door; 2L = Narthex
- Assign someone to ring the bell to begin the service on cue by either Pastor or Director of Music Ministries.
- Close the interior Narthex doors.

- Close the door by the organ and the door by the pulpit.
- If weather appropriate, close Ramp Door.
- ** Communion Sunday: Place six chairs in front of first row; 3 on each side of aisle. **

DURING THE SERVICE

- 1L/2L Greet and hand out bulletins through the end of the announcements.
- After announcements, 1L 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, 1L close ramp door.
- After the announcements, 2L sit at the Narthex end of the first row in the “balcony.” Be available to hand out bulletins and seat late arrivers.
- 2L close interior Narthex doors.
- 2R count the number of attendees. Include pastor, program staff, and Livestream/audio crew.
- After collecting the offering, 1R will return the offering plates to the stand below the pulpit flowers.
- During the Blessing of Aaron, 1L open the interior and exterior Narthex doors.
- During the Blessing of Aaron, 2L open Ramp Door.

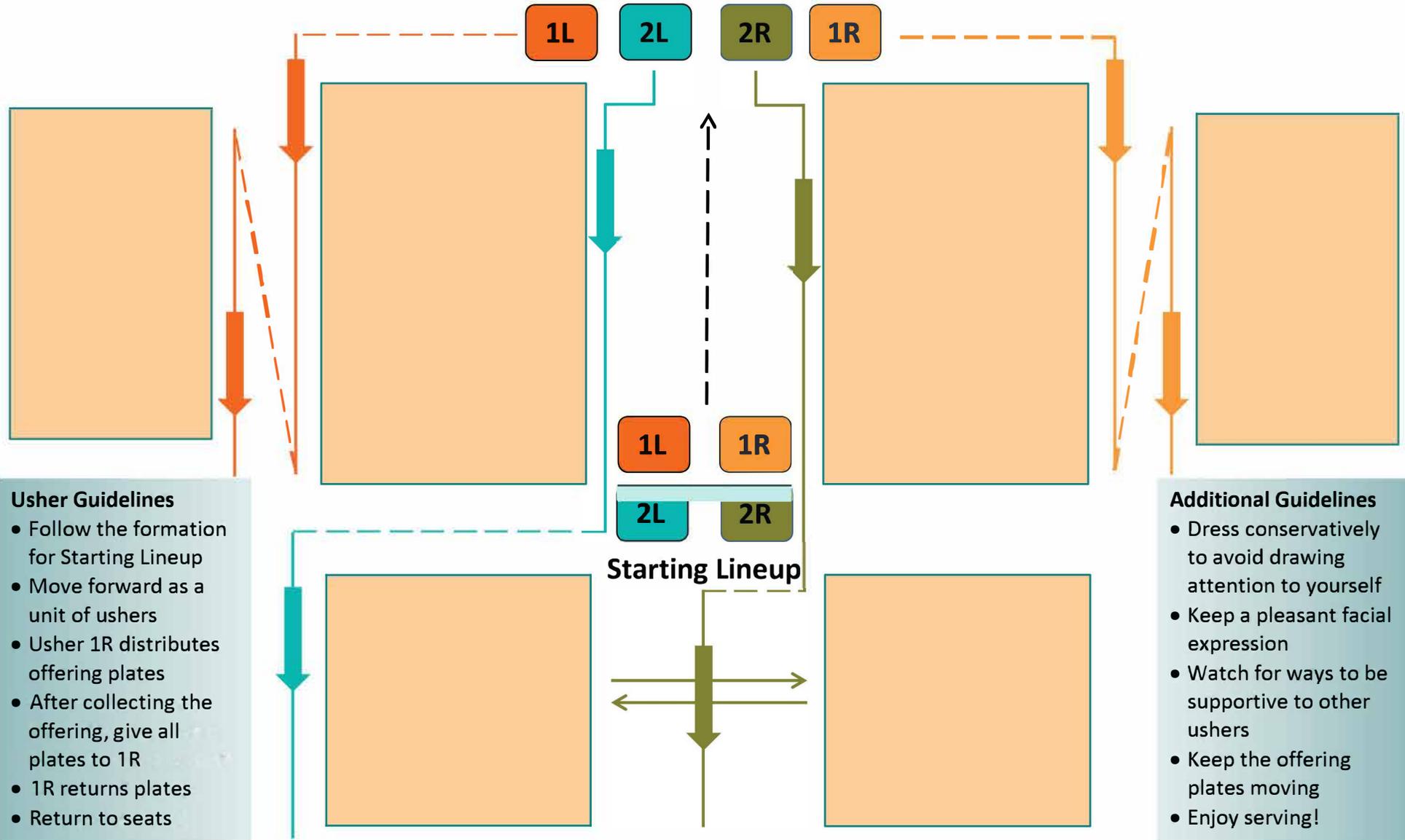
POST SERVICE

- 1L/2L Pick-up bulletins and trash left behind on floor and on any pew and in Narthex.
- 1L/2L Any non-trash (glasses, Bible, cell phone...), leave in pew; person might return (10:30 usher crew will handle). Tell 10:30 a.m. Lead Usher about any items being left.
- 1R/2R Collect offering from stand below pulpit flowers.
- 1R/2R 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 container, found in kitchen drawer by coffee maker. Put container in drop slot of safe in closet of restroom by kitchen. Turn the safe knob until the container drops.
- Report anything that needs to be reported to 10:30 a.m. Lead Usher.
- Congratulate yourself on a job well-done and high-fives all the way around!



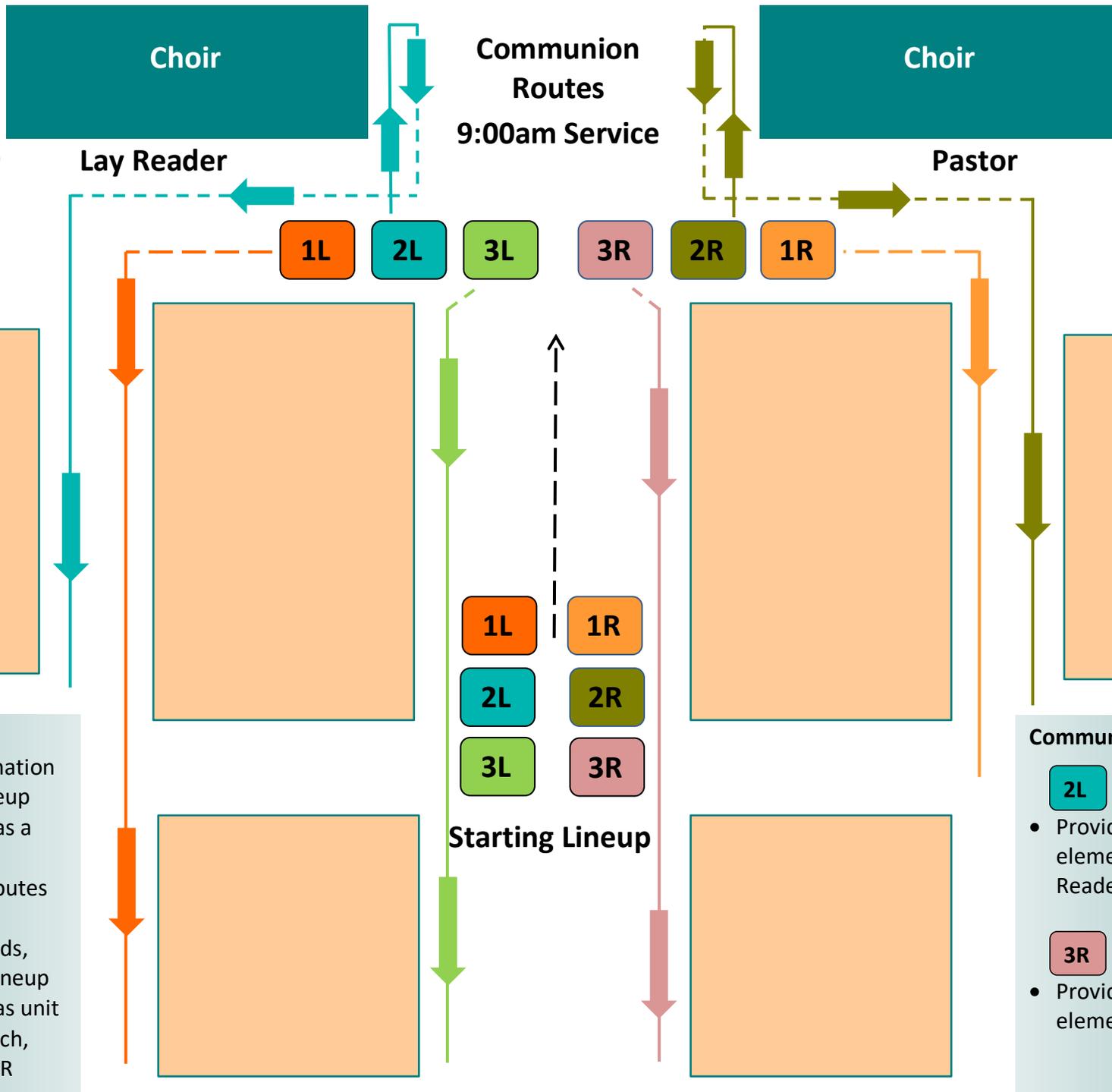
Usher Routes

9am & 10:30am
10:30am Communion Route





Organist



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

Communion Guidelines

- 2L**
 - Provide communion elements to Lay Reader and Organist
- 3R**
 - Provide communion elements to Pastor