

8:30 GREETER - USHER CHECKLIST

BEFORE SERVICE

- Mark your calendar for assigned Sundays. Check emails for reminders/changes.
- **Be familiar with emergency procedures. Know location of AED, first aid kit, fire extinguisher.**
- Know location of large print hymnals/Bibles.
- Arrive 30 minutes before service & check in with greeter-usher leader.
- Get materials out of the ushers closet (name tag, offering plates & bulletins).
- Verify there are offering plates at each church entrance (front & transepts).
- Verify friendship pads are in pews.
- Light candles in chancel area.
- Greet worshipers saying "Welcome, my name is _____" and give them a bulletin.
- Walk or direct worshipers to nursery area if needed.

BEGINNING OF SERVICE

- NARTHEX: Leave the outside front doors and sanctuary glass doors open during introit and welcome & announcements.
- NARTHEX: After prelude close the glass doors to the sanctuary but leave the outside front doors open. Stay outside to welcome late arrivers.
- TRANSEPTS: After prelude close the glass doors to the sanctuary.
- NARTHEX: When 1st hymn begins, close the outside front doors.
- LATE COMERS: (they may be visitors) Welcome them quietly and assist them in finding a seat.

DURING SERVICE

- Pay attention to any worship leader's needs (sound, water, etc.).

AFTER SERVICE

- NARTHEX: At the beginning of the benediction, open glass doors to the narthex.
- NARTHEX: At the end of the benediction, open the outside front doors so the pastor and worshipers can exit.
- TRANSEPT: At the end of the benediction, open the doors so the worshipers can exit.
- Put bulletins in recycle bins.
- Make sure friendship pad sheets are collected and pad is ready for the 10:30 service.
- Blow out candles in chancel area.
- Collect offering plates.
- Count offering, place the money bag in the safe. (see directions).
- Leave the plates in the ushers closet so they are ready for the 10:30 service. There should be 4 offering plates.
- Return name tag to board in ushers closet.

10:30 GREETER - USHER CHECKLIST

BEFORE SERVICE

- Mark your calendar for assigned Sundays. Check emails for reminders/changes.
- **Be familiar with emergency procedures. Know location of AED, first aid kit, fire extinguisher.**
- Know location of large print hymnals/Bibles.
- Arrive 30 minutes before service & check in with greeter-usher leader.
- Get materials out of ushers closet (name tag, offering plates & bulletins).
- Verify there are 4 offering plates are in the ushers closet.
- Verify friendship pads are in pews.
- Greet worshipers saying "Welcome, my name is _____" and give them a bulletin.
- Walk or direct worshipers to nursery area if needed.

BEGINNING OF SERVICE

- NARTHEX: Leave the outside front doors and sanctuary glass doors open during introit and welcome & announcements.
- NARTHEX: After prelude close the glass doors to the sanctuary but leave the outside front doors open. Stay outside to welcome late arrivers.
- TRANSEPTS: After prelude close the glass doors to the sanctuary.
- NARTHEX: When 1st hymn begins, close the outside front doors.
- LATE COMERS: (they may be visitors) Welcome them quietly and assist them in finding a seat.

DURING SERVICE

- Pay attention to any worship leader's needs (sound, water, etc.).
- Collect offering: 4 greeters-ushers bring plates forward and work as teams to collect offering.
- Count offering, place the money bag in the safe. (see directions).
- Return offering plates to the ushers closet.

AFTER SERVICE

- NARTHEX: At the beginning of the benediction,"open glass doors to the Narthex.
- NARTHEX: At the end of the benediction, open the front doors so the pastor and worshipers can exit.
- TRANSEPT: Open the doors so the worshipers can exit.
- Put bulletins in recycle bins.
- Collect sheets from friendship pads.
- Clean up any other items.
- Return name tag to board in ushers closet.
- Turn off lights. (see directions)
- Lock all doors.

DIRECTIONS FOR COUNTING THE OFFERING

Two persons (not relatives) count money together.

You will find plastic bag and yellow slip in middle drawer of ushers closet.

1. **OFFERING ENVELOPES:** Do not open envelopes. Place envelopes in plastic bag.
2. **CHECKS:** Gather loose checks and stamp top back of each check with the deposit stamp. Place checks in plastic bag.
3. **CASH/COINS:** Count cash/coins and write the total amount on the cash count slip. Place slip (initialed by 2 officers) and money in plastic bag.
4. **FRIENDSHIP PAD:**
 - **8:30 service** - Place slips from friendship pads in plastic bag.
 - **10:30 service** - Offering gather during the service (money and friendship pad slips) is counted during the service. Any friendship pad slips gathered after the service are put in the safe.
5. **SAFE:** Deposit the plastic bag into the church safe located in the ushers closet.
6. **OFFERING PLATES:**
 - **8:30 service** - Leave plates in the ushers closet so they will be ready for the 10:30 service.. There should be 4 plates.
 - **10:30 service** - Place all 4 offering plates in the ushers closet.

SANCTUARY LIGHTS

Sanctuary lights are operated from a pad at the top of the ramp just outside the entrance to the chancel. Keypad code: 1954 (*date on the cornerstone at the front of the church*).

1954

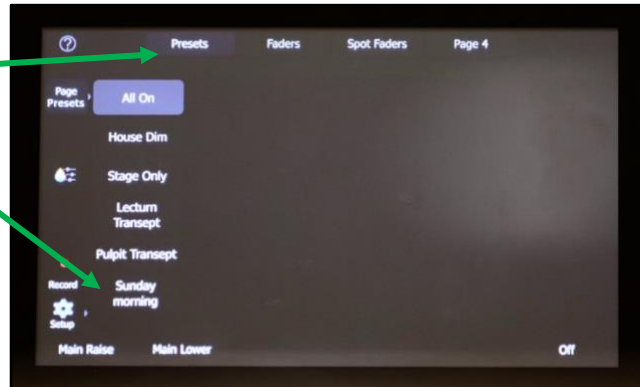


TURNING LIGHTS ON

STEP 1

Tap **PRESETS**

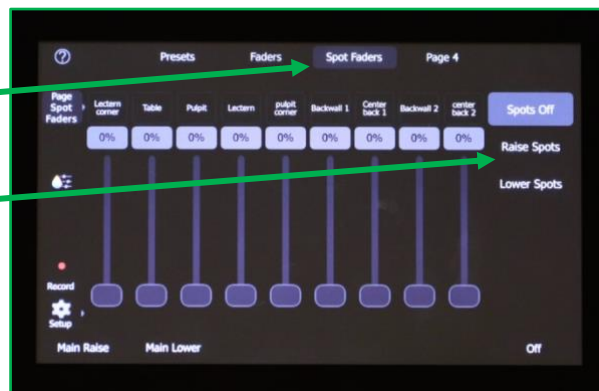
Tap **SUNDAY MORNING**



STEP 2

Tap **SPOT FADERS**

Tap **RAISE SPOTS** until bars reach 85%

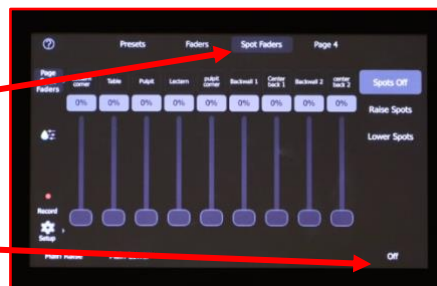


TURNING LIGHTS OFF

STEP 1

Tap **SPOT FADERS**

Tap **OFF**



STEP 2

Tap **PRESETS**

Tap **OFF**

