

## Responsibilities for Greeter/Usher TEAM MEMBERS

### Deacon Leaders:

**Ben Bryson, Mike Kellar, Bunnie Lynn/Cathy Rossiter, Anne Marie Stirewalt, Lee Baxter/Nancy Harper**

5 rotating teams with  $\geq 10$  people per team; you may or may not be asked to usher on every Sunday your team is responsible. We planned for many people so if you're unable to serve, there's others who can.

- Mark your calendar for the Sundays you are to greet or usher.
- Check your email regularly for reminders or other important usher information.
- Be familiar with the usher map, emergency procedures, and doors to be locked.
- Know the location of the AED device & first aid kit.
- Know the location of the safe in the mailbox closet, the office workroom for nametags, collection plates, money counting instructions, usher nametags, usher supplies cupboard, etc.
- Know how to open/close/fill the baptismal bowl, location of large print hymnals/Bibles and hearing devices.

### Specific Sunday Responsibilities:

#### Before and During Worship

- Arrive at least 30 minutes before service
- Check in with your Deacon leader; perform jobs as requested by Deacon leader
- Wear usher nametag
- Greet and welcome worshipers
- Walk or direct worshipers to nursery area if needed
- Distribute bulletins at a worship entrance; assist with seating if necessary
- Close worship space doors when service begins; stay outside the doors for late arrivers; move inside when the prelude starts
- Continue to monitor the doors
- Collect offering as directed by Deacon leader
- Take filled plates directly to work room, count money, sign, and place in safe
- Pay attention to any worship leader needs (temperature, sound, water, etc.)
- Initiate emergency procedures if necessary
- Assist worshipers however needed



#### After Worship

- Circulate to speak to worshipers
- Pick up bulletins left behind and return to recycle bin
- Cleanup any other items
- Collect registration pads and place on white table by veranda door
- Turn off specific lights as requested by Deacon leader
- Lock specific doors
- Return nametags before leaving