

# Greeter/Usher

The heart involved: One that loves to help people feel welcome; be the face of Christ to all who enter.

Scheduling details:

- Ministry Scheduler will poll for availability for each two-month cycle & will generate schedule.
- Each greeter/usher typically serves two weeks during each two month cycle.
- Contact Greeter/Usher Coordinator if you are unable to come when scheduled.

The practical tasks involved:

- On Sunday morning arrive by 9:50 a.m.
- Setup/preparation tasks involved (prior to 10:15 a.m.):
  - Set up Greeter/Usher table in the main meeting room (tablecloth & Bibles in tote under table).
  - If needed, fold bulletins, cut inserts & insert them into bulletins (get from your tote).
  - Set up kids' registration table in lobby (Little Lambs & Calvary Kids brochures in your tote).
  - Join us at 10:10 a.m. for pre-service prayer in the Prayer Room (keep eye on main entrance).
- Before the service and through the first song:
  - Warmly welcome people at the main entrance.
  - Hand out bulletins to each adult and to teens (at your discretion).
  - First time guests – Welcome them to our fellowship & given them an overview of what to expect (see left-hand panel of bulletin for details).
    - If they have any children ages 0-3, and they would like to utilize Little Lambs, they can fill out a registration form (inside the Little Lambs brochure) and drop it off at Little Lambs with their child(ren) any time after 10:20 a.m.
    - If they have any children ages 4-11, and they would like to utilize Calvary Kids, they can fill out a registration form (inside the Calvary Kids brochure) and drop it off at Calvary Kids with their child(ren) during the greeting time after praise/worship.
    - Teens remain in the service; there is a youth group study at 9:40 a.m. each Sunday.
  - Help create a peaceful and safe atmosphere (e.g., no kids running in the halls, etc.).
- During the service:
  - Sit in the back row; set out more chairs if needed.
  - Be prepared to hand out bulletins and Bibles prior to the announcements.
  - Monitor the temperature & adjust accordingly.
  - For Communion Sunday, serve elements to Calvary Kids and Little Lambs' workers.
  - Help address distractions (e.g., give water to someone who is coughing, etc.).
  - Help maintain a safe environment (e.g., clean up spill, ask rowdy person to leave, etc.).
- After the service:
  - Place Greeter/Usher table items & kids' registration table items in the Greeter/Usher tote.
  - Bring Greeter/Usher tote to storage room.

Contacts: See bulletin for Greeter/Usher Coordinator and Ministry Scheduler.

April 2, 2013