

## Ushers' & Greeters' Guide

# 8:00am Service

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### Before the Service Begins

1. Check to make sure **alarm is off**
2. **Turn on the lights:** Community Room, Church, Hancock and Michigan Entrance Vestibules, Altar lights (both sides)
3. **Unlock doors:** red church doors, (turn on audio system), Hancock and Michigan Entrance
4. **Bulletins** – place copies of the bulletins on the stands in the Hancock and Michigan church entrance vestibules. Station yourselves both at the entrance of the church and inside the church to greet members and visitors, assist as needed and provide service bulletins.
5. Five minutes before the service begins, **ring the church bell** (approximately 12 times). Use the rope closest to the Hancock street entrance.
6. **Ring gong** at beginning of service.

### During the Service

7. For security reasons, please be sure one usher stays in the Community Room until the beginning of the Gospel reading. At the beginning of the Gospel reading:
  - a. **Lock** the Hancock Street Community Room door and the outer Main Entrance
  - b. **Hang** a “The Service is already in progress...” sign on both entrances
8. **Count** all who are attending the service including the choir, altar party, clergy, and all those in Sunday School or nursery. Place the completed form in the top offering plate
9. After the Offertory Meditation, the ushers **collect the offering** and then proceed to the Altar when the Lay Eucharistic Ministry or acolyte comes forward
10. If needed, usher people to receive **communion**.

### After the Service

11. **Unlock Main Entrance** (so they become handicap accessible again)
12. **Remove the “Service is already in progress...” signs**
13. **Turn off audio system**
14. **Tidy pews**
15. **Lock the doors** (again)
16. Have a great day!

# 10:30am Service

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## Before the Service Begins

1. Check to make sure **alarm is off**
2. **Turn on the lights:** Community Room, Church, Hancock and Michigan Entrance Vestibules, Altar lights (both sides)
3. **Unlock doors:** red church doors, (turn on audio system), Hancock and Michigan Entrance
4. **Bulletins** – place copies of the bulletins on the stands in the Hancock and Michigan church entrance vestibules. Station yourselves both at the entrance of the church and inside the church to greet members and visitors, assist as needed and provide service bulletins.
5. Five minutes before the service begins, **ring the church bell** (approximately 12 times). Use the rope closest to the Hancock street entrance.

## During the Service

6. For security reasons, please be sure one usher stays in the Community Room until the beginning of the Gospel reading. At the beginning of the Gospel reading:
  - c. **Lock** the Hancock Street Community Room door and the outer Main Entrance doors.
  - d. **Hang** a “The Service is already in progress...” sign on both entrances
7. **Count** all who are attending the service including the choir, altar party, clergy, and all those in Sunday School or nursery. Place the completed form in the top offering plate
8. **Collect the offering** during the Offertory Anthem. When the Doxology begins, the ushers proceed to the Altar. Plates are given to the acolyte.
9. After the choir, **release people from the pews for communion** as needed to keep the lines moving.

## After the Service

10. **Unlock Main Entrance** (so they become handicap accessible again)
11. **Remove the “Service is already in progress...” signs**
12. **Turn off audio system**
13. **Tidy pews**
14. **Lock the doors** (again)
15. Have a great day!