

USHERS' DUTIES

BEFORE WORSHIP

- Arrive 15 minutes before worship
- *Light altar candles if they are not already lit*
- Pass out bulletins to adults, activity bags to the kids and any other special hand-outs.
- If anyone looks lost or uncertain, offer them any assistance you can.
- **During announcements, if anyone raises their hand indicating they are a visitor – PLEASE hand out a “visitor welcome bag” (one per family). They are located in the lower cabinet in the cry room.**

DURING WORSHIP

- OFFERING Go forward and receive the empty offering plates from minister... collect the offering. The Pastor will indicate with a not when its time to bring the offering forward (usually at the end of the offering song).
- **Count the attendance and record the number on the sheet in the radio room.**

FOLLOWING WORSHIP

- **Turn out all lights - Make sure everyone is gone, before turning them off. Check pews for old bulletins / trash to be thrown away.**

Thank you for taking part in service to the First Lutheran congregation.

GREETERS:

Thank you for greeting at our worship services!

As a greeter your job is important. You're often the first person our members and our visitors see when they enter our church.

Here are some instructions:

- Be warm and cheerful! Your friendliness and enthusiasm will be remembered and it will set the tone for the whole worship service.
- If you greet people who are unfamiliar to you and you think they may be visitors, there are tactful ways to ask. For example: introduce yourself and say, "I'm not sure if I know your name..." OR "I'm not sure if we've met yet...." OR "Please tell me your name again...."
- If you learn that someone is a **visitor** and they don't seem to be with family or friends, try to introduce them to members who are nearby.
- Point out the guest book to visitors and encourage them to sign it.
- If visitors have children &/or youth, tell them that they are welcome to attend our Sunday School (10:00 am) & LYO events. Point out the restrooms.
- We want everyone to feel welcome at our worship services. That's why we have greeters!!

Thank you for serving your congregation in this way!