

USHERS/GREETERS

O God, thou art my God, I seek thee, my soul thirsts for thee; my flesh faints for thee, as in a dry and weary land where no water is. So I have looked upon thee in the sanctuary, beholding thy power and glory. Psalm 63: 1-2

We assume that most worshipers who enter our doors long to experience the presence of God. The church is called to do what it can to help the worshiper realize that expectation. Ushers play a primary role in fostering the opportunity for worshipers to access and participate fully in the liturgy.

Before the Service

1. Be at Church 20 minutes before the service.
2. Make sure both sets of double doors are unlocked per fire code.
3. Check to see that lights are turned on in Church and Parish Hall and Cross. Lights for Church are on panel in Sacristy.
4. If it has snowed or is icy, attend to the walks at each door and enlist others to help. A bag of chemical pellets should be available, inside the breezeway door, to be applied to the icy spots. If it is warm, open doors and windows.
5. Post hymn numbers listed in bulletin.
6. Put out the pulpit microphone and turn on the PA system, all located in the Sacristy.
7. Get bulletins from the Church Office, (Large Prints are available at both doors). Distribute bulletins at the front and back doors. Greeters will always be there to greet newcomers and members. There are visitor cards at each entrance that need to be passed out to visitors (on 8 ½ x 11 yellow card with a picture of St. Peter on the front). Please do your best to greet ALL visitors and see if we can assist them in any way.

During the Service

1. Open doors for the procession as necessary at beginning and end of service.
2. At beginning of the Prayers of the People, one of the ushers notifies the Church School to join us for the Eucharist. They should enter during the Peace.
3. Receive and present the offering (check the calendar to see who your presenters are so you may find a sub if the persons are not in Church). ***When Doxology is listed in the bulletin, please wait for the music (singing) to begin before bringing the offertory to the Altar. If it's not listed, wait for a signal from the Altar to proceed with the offering.***
4. During Eucharist be sure that people are encouraged to fill in spaces at railing.
5. Take a count of the number of people in Church (after the Church School comes in), write it on the Usher Attendance Slip and leave on Rector's desk.

After the Service

1. Collect bulletins from pews and Church entrances. Please leave Chrystal about 2 on her desk, and the remainder may go in the recycle bin. Place any newcomer cards on the Rector's desk. Leave a note in the Church Office if more newcomer or visitor cards are needed.
2. **Put all books back in pews.**
3. Turn off lights, microphones, and PA system and remove hymn numbers.
4. Lock rear door and latch both double doors, close and properly lock all open windows – be sure to check bathroom windows.

GREETERS

You are a very important part of the service each week. Please greet all who walk through our doors. Usher may need you to assist them with new people and the bulletins. NEW: We'd like to have you at the doors at the end of the service to either greet those going into coffee hour or leaving to go into the world for the week. As you play an important part as your smiles are contagious, we'd like you to process out with the altar folks and crucifer. Once the crucifer proceeds to the front center of the Church to wait for the altar servers, please go to the front of the Church and line up side by side in front of the crucifer, then the altar servers will join you, then Julie – the altar servers will bow, you all bow together, and turn around and proceed out.

Both Ushers and Greeters: Please stay near the back of the Church for a little while so that you may greet or help out late comers. Once you feel confident that all are in to worship, please sit with your friends or families – or you may remain near the back. Ushers: In good weather when the back door of the Church is left open, please check the collection plates a short time after the service begins. If there are a number of envelopes or monies there, please secure these until it's time to collect the offering.