**First Presbyterian Church of South Charleston**

**2020 Usher/Greeter Instructions**

Thank you so much for agreeing to serve as an usher and greeter at the First Presbyterian Church of South Charleston. Attached is a schedule of volunteers for the coming year. Thank you for assisting by sharing your available time.

**Important!**

If you are unable to greet/usher on a Sunday as scheduled, please first try to find someone to cover/trade Sundays with you as soon as possible. If you are unable to find someone to cover for you, please let Becky Smith know (in the church office) or let Worship and Music Committee Co-Chairs Cheryl Eary and Dave Long know by e-mailing them at [cseary@gmail.com](mailto:cseary@gmail.com) or [longs4wv@aol.com](mailto:longs4wv@aol.com) or calling/texting them at 304-437-0401 (Cheryl) and/or 304 -550-0565 (Dave).

If at any time you have any questions or concerns, feel free to ask anyone on the Worship and Music Committee or our Pastor.

**GREETERS/USHERS**

**Before the Service:**

* There are no rules for attire; just **wear something appropriate for greeting people and being a part of worship.**
* **Please arrive between 10:30 and 10:35 a.m**. (or 15-20 minutes before the service begins).
* **Usher badges are located in the window in the narthex.** Please wear a badge so that visitors will know who to speak with if they have questions.
* **Bulletins** are usually placed on the shelf in the back of the church (narthex) on the sanctuary level and up front on the chancel. If they are not there, check in the church office.
* Ushers should be familiar with the location of the **first aid kit** and the **defibrillator** in the event they are needed during the service.
* **Welcome everyone** into our church and provide them with information on the location of the worship service, restrooms, church chat, and childcare if needed.
* There are **four people** scheduled to serve as ushers/greeters each week:

1. A greeter needs to be at the **front entrance** (1st floor, back of the sanctuary) to guide people up to the sanctuary.
2. A greeter needs to be at the **B street entrance** to greet folks, provide bulletins, guide people to the sanctuary (as necessary) and work the chairlift.
3. **Two greeters** will be in the **back of the sanctuary** to greet, hand out bulletins, answer questions and provide directions (bathroom, childcare, etc.) as necessary

* If you are greeting at the front entrance, please stand inside the front doors and greet those entering our church. Around 11:05, please make sure the front doors are closed and join us in the worship service.
* For the greeter at the B Street door:
* Operate the chair lift for those needing assistance.
* When the pastor and assisting elder enter the sanctuary a little before 10:55, please shut the door to the sanctuary,
* Stay at the B Street door until about 11:05 for late comers, and then join us in the service.
* Please be especially welcoming to our visitors, ensure they know where to go, **and give them a gift bag**. We want people to know that they are welcomed into God’s house with open arms, friendship, and love.
* Children’s worship bags are located in a container on one of the back benches in the narthex. Offer each appropriately aged child a worship bag.

In cold weather shut the back of the sanctuary doors to increase warmth in sanctuary. One usher needs to remain in the narthex for any late arrivers.

**During the Service**

* **Ushers are to take attendance each service including special services.** This is usually done during the first hymn. Be sure and count choir, musicians, liturgist, pastor, those in attendance in sanctuary, and balcony. Also check to see if anyone is in the fellowship hall downstairs.
* **At approximately 11:15 (or 15 minutes after the start of the service), two ushers are to lock all the entrances to the church.** Pick up the church key locatedin the window in the narthexand lock the front entrance to the church (2nd Ave.), the B Street entrance, and the entrance to the education building (also on 2nd Ave.). Return to the service and place the key back in the window. One usher should remain in the narthex; the others may join the service until it is time to collect the offering. The ushers should gather in the narthex to collect the offering during the last hymn before the offering.
* Taking up tithes and offerings.
* Line up in two rows of two in the narthex with the collection plates.

o The first person in the row goes down the center aisle, across the front pew, and comes up by the side windows, and the second person stays in the middle aisle.

o If needed, find a volunteer to take up the collection in the balcony.

* When finished collecting, line up in two rows again at the back of the sanctuary (in narthex).
* During the playing of the Doxology, bring the collection to the front of the church.
* The pastor will collect the offering plates from you and pray over the offering.
* After the prayer, your duties will be complete, and the pastor will dismiss you. Please note on most Sundays the collection plate will remain at the front of the sanctuary, but occasionally during special events, you may be asked to take the plates to the back of the sanctuary.

· After the offering the ushers can feel free to sit with the congregation or in the narthex.

**After the Service**

If possible, arrange for one of the ushers to stay a few minutes after the church service.

* Please check that all special lights are turned off (like the ones in the windows), any candles are extinguished, the front door is shut, and see if anything else needs attention.
* Clean up the Narthex of any trash made after the service (bulletins, etc.). Go down the pews to make sure the offering envelopes, prayer request cards, etc., are in their pockets, place any hymnals and Bibles back in their pockets and pick up any trash (bulletins, etc.).