

First Mennonite Church Greeter and Usher Guidelines

“The invitation to receive Christ begins at the door...”

Church Greeters and Ushers:

- Are very important positions in the Church and portray the image of the Church
- Are the first people to shake hands with members, newcomers, visitors, old timers, the lonely, the depressed, those running away or those looking for refuge
- Should make people feel that they are welcome and that our church is a warm and friendly place to be
- Are dependable. If you are not available on your scheduled day, be sure to find someone to fill in for you
- Are warm and friendly. This is a gift that is meant to be given away
- Have a friendly handshake (not too firm)
- Keep smiling. It's contagious
- Remember, a visitor's decision to return to our church is heavily influenced by their initial few minutes after arrival in our foyer. The service that you provide as greeters and ushers is one of the most important. Always wear your smile.

Church Service Schedule:

Regular Hours	Sunday School	10:00 a.m.
	German Worship Service	10:30 a.m.
	English Worship Service	11:00 a.m.
Summer Hours	Sunday School	None
	German Worship Service	10:00 a.m.
	English Worship Service	10:30 a.m.

Greeter Suggestions:

- Be at the church 15 minutes before the regular service
- “Greeter” tags are available in the top drawer of the usher's table
- Greet people coming in all foyer entrances
- Seek out newcomers and visitors, introduce yourself, hand them a Welcome Visitor Card (available on the foyer desk) and ask them to fill it out and put it in the collection plate, or give it to an usher at the end of the service.
- Ask newcomers and visitors if they would like to be introduced to the congregation (by you).
- Ask newcomers and visitors to sign our guest book
- Encourage newcomers and visitors to join in coffee or potluck after the service when applicable

Usher Preparation Suggestions:

- Be at the church at 9:30
- Unlock the doors
- Put out parking lot signs
- Turn on lights in foyer and sanctuary
- Deal with any emergencies (e.g. furnace out, clean up unexpected messes, etc)

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- Prop up the top of the piano
- Ensure collection baskets are in place at the front of the sanctuary
- Fold announcements and bulletins
- Wear your usher badge
- Know how to use the elevator
- If a person(s) arrive prior to the German service and they do not speak German, direct them to one of the Adult Sunday School classes.
- Assist people with seating when appropriate
- Usher people through both rear sanctuary doors (not just centre door)
- Keep special seating areas at the back of the sanctuary free for families with small children
- Know the seating capacity and floor plan of the church

During the Service (Ushers)

After the service begins and activity ceases in the foyer, you may be seated. Be alert to latecomers arriving or people leaving the sanctuary. One usher should remain in the foyer at least until the start of the message to greet any one arriving late. Please ensure that people do not enter the sanctuary when:

- Prayer is in progress
- Special music is in progress
- Spirit prompted message is being given
- Pastor is giving sermon

Open and close the doors to the sanctuary for people coming in or leaving. A slammed door distracts every one during the service.

Offering (Ushers)

Check the bulletin for the time of the offering. Be prepared for the Worship Leader to call you forward. Proceed up the centre aisle to one step forward of the front pew and wait for the offertory prayer. After taking the offering, return the baskets to the front and place on the steps of the stage or on the offering table. If you will not be taking the offering back to the front, please notify the Worship Leader and the pianist **before** the service so neither is waiting for you to return to the front. You will assist the Stewardship Committee member to count the offering after the service. Meet in the boardroom after the service. The Stewardship Committee member will do the bank deposit.

Emergencies (Ushers)

Be aware and alert at all times of anything that may require your attention. If there is an emergency, assess the problem as quickly as possible and request another usher to get help.

Miscellaneous

- Any items found in the Church can be dropped off in the Church office.
- Introduce visitors to an Outreach member if they want to know more information about our Church.

Thank you for your willingness to serve First Mennonite Church in this capacity.

The Congregational Life Ministry