

Details for Ushers/Greeters (Sunday Service)

Arrive by 10 a.m. If Melissa Gibson, the membership coordinator, is working on Sunday, she will also be arriving at this time.

Be sure BOTH front doors and courtyard door are unlocked.

Wear your nametag and a rainbow lanyard that designates that you are an “usher/greeter” (membership committee members can opt to wear a “membership committee” lanyard instead).

Hang wreaths (currently hung in coat space in foyer) on the front doors.

Place the hearing-assisted devices and sign on top of the table between the coat racks.

Check the entrances. Clean up any clutter or litter and sweep, if needed. View the entrances with the eye of a first-time visitor.

If lights are not turned on, please do so throughout the church’s common areas and hallways. Look around the areas as if you are a first-time visitor. Do things look tidy, presentable, and welcoming? Close toilet lids, make sure bathroom doors are closed and collect anything out of place.

Get the wood trays out for collection and place them near/under the seats designated for ushers in the back row.

Open the doors to the sanctuary.

Station yourself in the front foyer. If there is a third usher/greeter, one can also be placed at the side entrance to the sanctuary. Open the front doors for folx as they come in. Help escort them to a pew, if needed.

Encourage all attendees to take a yellow Connection Card (there is a QR code for upcoming events and a space for Joys and Concerns). Particularly encourage visitors to take one. You can also offer them a temporary nametag.

*On some occasions, greeters/ushers will be in charge of lighting the chancel candles. Sometimes this is a special assignment, sometimes the worship associate does it. At 10:25, note if the candles are lit. If not, go ahead and light them. Extinguish them as soon as possible after the service is over. (The candles are pricey to replace, so the more life the church can get out of them, the better!)

When the service starts (10:30) close the sanctuary doors. Attend to the front for about five to ten more minutes to greet any stragglers!

For the offertory, wait till it is announced and then for the offertory music to start playing before proceeding to the front of the church. Try to stay in step with one another as you make your way back to the doors.

In the foyer, count the money, place in envelope, and both ushers sign off on total. One usher can take money to the safe in the office, the other should promptly take any written Joys and Concerns to the worship associate at the pulpit.

When the service concludes, open the sanctuary doors. Help escort out any folk that need extra assistance. Be available in the foyer to point people towards the common room and/or open the front doors and wish them a great week. (*Please be sure chancel candles are extinguished, if you lit them!)

Once the sanctuary is clear (or close to it), feel free to go downstairs and have some coffee and conversation.

Before leaving the building, bring in wreaths from outside, lock all doors from the inside, place wood plates, lanyards, and hearing-assisted devices and signage back in foyer table. Place any yellow cards with information into Melissa's mailbox in the office.

For questions or concerns, if Melissa is on hand, ask her! You can also ask any experienced usher/greeter. Worship associates will often also have answers to Sunday worship service. Melissa's contact information is (318) 550-1296 and coordinator@firstuomaha.org. If you run into concerns (such as something damaged or in need of repair or needing to be restocked, etc.), contact Melissa and/or other relevant people.

Thank you for your time and attention!