**Greeter/Usher Information**

**When you arrive (around 9:00am)**

* Unlock the three doors to the church if not already done. The key is located in the top middle drawer of the heritage cabinet.
* During the winter, make sure the sidewalks are cleaned. If icy, sprinkle salt (found in the furnace room).
* Open sanctuary and fellowship hall doors.
* Turn on lights, including the light behind the cross in front of the sanctuary. The switch for the light behind the cross is up front by the cross.
* Prepare coffee. Use the 30 cup coffee pot. It is located in the lower left cupboard when facing the west refrigerator. Coffee is in the refrigerator. Use the green measuring cup in the drawer to measure out the coffee. Use 1-2 measuring cups of coffee depending on the strength of coffee you would like to make. Be sure light is on signaling coffee is perking.

**As worshippers arrive:**

* SMILE and greet them: “Nice to see you.”, “Good Morning.”, “How’s it going?”, etc. Call them by name if known. If you don’t know them by name, introduce yourself and ask their name.
* Welcome them and encourage them to take a bulletin and Power. Encourage children to take a “busy bag”.
* Please see that the acolytes light the candles at 9:25am or after but before the start of the service. If the acolytes (5th & 6th graders) are not present, light the alter candles. Candle lighters are located in the furnace room on the right-hand side of the cabinet which is on your left just inside the door. The lighter is in the top drawer of the heritage cabinet in the narthex.

**At 9:30am**

* Ring bell 2-3 times. The button for the bell is located on the wall to the right of the main entrance above the AED.

**At 9:35am**

* Lock the south Sunday school wing door and the west door with the key from the heritage cabinet. This is a safety measure that was implemented so that after the service begins people can only enter through the main entrance which is visible to the greeters.

**During the service:**

* Sit in the greeters’ chairs in the back, alert to help should the occasion arise.
* Count all in attendance, including those in the nursery. Record on the designated sheet in the envelope on the heritage cabinet.
* Communion is the first Sunday of the month. Communion helpers are usually arranged ahead of time but if help is needed be ready to assist.

**During the last hymn:**

* If acolytes are not present, snuff out alter candles as hymn begins.
* Pour cups of coffee and juice and set on table in front of serving window in fellowship hall. Set out napkins, spoons and creamer.

**After the service:**

* Pick up any bulletins, toys and paper left on the chairs or on the floor in the sanctuary.
* Turn off lights, including the light behind the cross, in the sanctuary.
* Close sanctuary doors.

**After fellowship:**

* Clean up fellowship hall (pick up cups, wipe down tables) and kitchen (dump coffee pot, rinse out and put back into cupboard; put unused cups and napkins away; return juice to the refrigerator).
* Turn off all lights and make sure ALL doors are locked. The south Sunday school wing door and west door should already be locked from earlier so the main entrance door should be the only one that needs locking.

**Thank you for your service to the family of Christ.**