

DEAR _____ you are scheduled to serve as **Greeters****

FOR WORSHIP ON SUNDAY, _____ Acolyte(s):_ _____ Acolyte Assistant:_____

Welcomer:_____ Ushers

Greeter(s) are the first people a worshiper meets as they come into Ivy Chapel. Therefore, you are the first in our "hospitality chain!" Our goal is to make all those who attend feel comfortable and wanted here. Offer a warm welcome and any needed assistance.

Special Points

- A. Don't be concerned about confusing members with guests and visitors; even long-term members have this happen.
- B. Be alert to any possible special needs.

I. Before Worship:

- A. Arrive by 9:30 AM. Be sure to wear your name badge.
- B. Establish contact with Welcomer.
- C. Station yourself at the front double door entry of the Narthex.
 - 1. Wear a pleasant expression, and offer your hand to people as they arrive.
 - 2. Refer visitors to the Welcomer who will be nearby to talk with them and answer questions.
 - 3. Encourage everyone to wear their name tags.

II. During Worship: SEE DIAGRAM

- A. Collect offering with Ushers
 - 1. Proceed up center aisle in twos
 - 2. Stop and wait for Pastor to present plates
 - 3. Greeters go to outer aisles SEE DIAGRAM
 - 4. Ushers go to center aisle
 - 5. Pass plates across the pews starting with the front rows and finishing at the back
 - 6. Give plates to ushers SEE DIAGRAM
 - 7. Return to pew during the Doxology

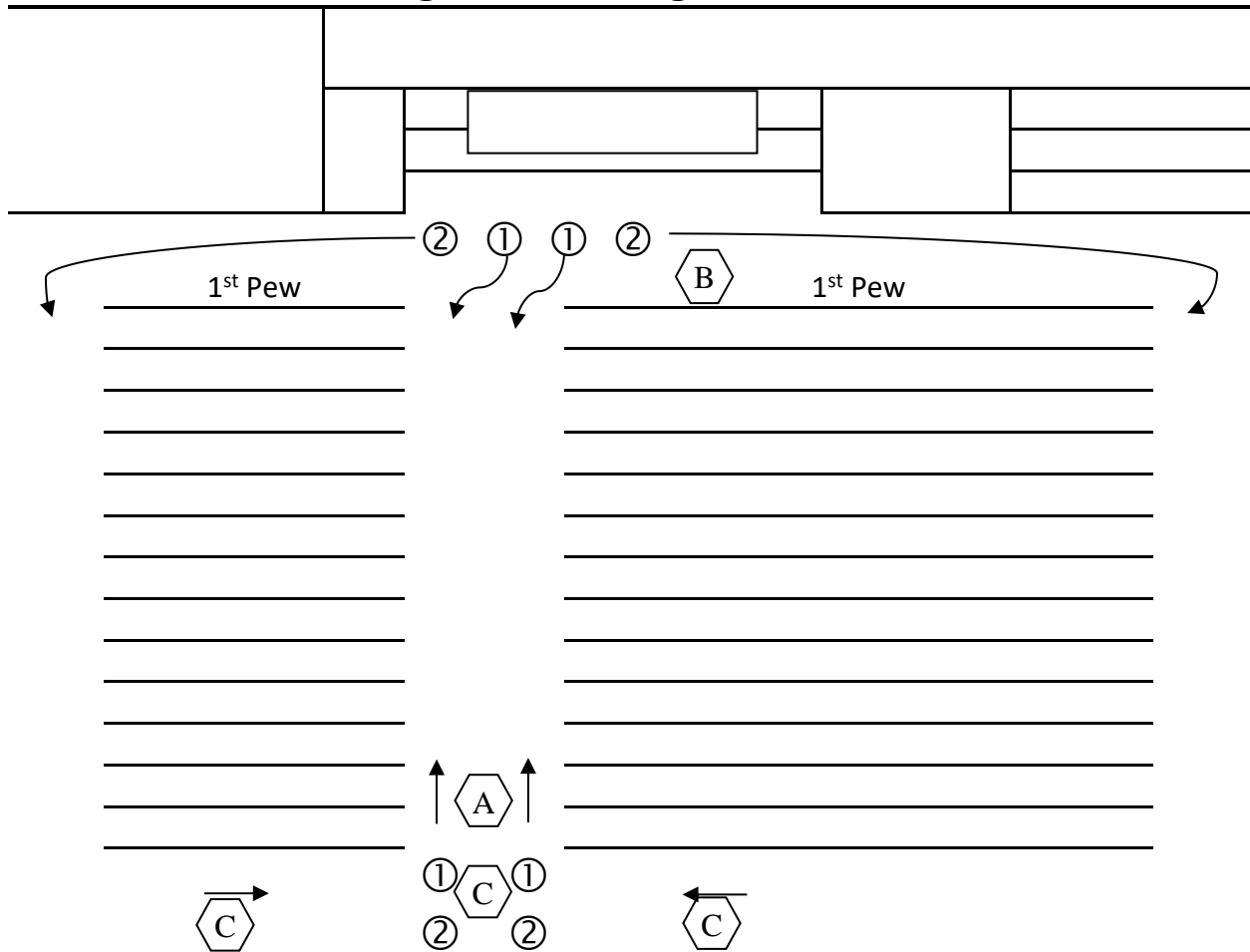
III. After Worship:

Work with Welcomer to encourage visitors to go into Fellowship Hall for refreshments.

**** If you are unable to be present on your assigned Sunday, PLEASE arrange to switch with another or find a substitute and instruct them of the responsibilities. If you are unable to find a substitute, please call Nancy Marston 314-878-1317 then church office of any change 314-434-4991.**

THANK YOU FOR YOUR STEWARDSHIP!

Collecting the Offering with the Ushers



“Collecting the Offering”

- A** As soon as the pastor stands and says the offering sentences, the Ushers (①) and Greeters (②), move forward to receive the offering trays.
- B** Following the offering sentences the pastor will hand the offering trays to the Ushers who will in turn give an offering tray to the Greeter. **Ushers** (①) pivot toward the center and **Greeters** (②) towards the outer sides, who then proceed down towards the back as indicated.
- C** After collecting the offering, all return to center aisle. Greeters will give plates to Ushers.

Ushers (①) Come forward as “Doxology” is sung. Pastor will pray, pick up the offering trays; you then recess by center aisle.

Ushers and Greeters may return to seat during the Doxology.