

## **Instructions for Greeter-Usher**

**Purpose:** The Greeter/Ushers welcome each person as they enter the church and hand them a service leaflet. A friendly welcome gives visitors a great first impression of St Catherine's and reminds us all how happy we are to be a part of this church family.

### **Prior to the service:**

- Arrive 30 minutes before the service starts
- Make sure the walkway is unobstructed and cleaned up
- Make sure the bread and wine are on the table at the back of the Sanctuary
- Familiarize yourself with the service leaflets in the basket in the Narthex, being certain it is the leaflet for the correct service
- Greet and hand a service leaflet to each worshipper as they come in the door
- Offer guests with young children our nursery service and direct them to the building next door where it is located
- Offer "kids bulletin" to any children as they enter
- Be aware of anyone who needs assistance climbing the ramp or finding a seat
- Be aware of any newcomers or visitors. Welcome them and ask them to fill out a visitor's card. Have them return it to you or put it in offering basket
- Keep the doors to the worship space closed as much as possible to keep the environment comfortable and quiet

### **During the service:**

- Between the First Lesson and The Peace, fill out the Counting Form to get an accurate count of the number of parishioners. It is important that the count be accurate. Take into account the following:
  - Count everyone – Clergy, acolytes, LEMs, Deacon, organist, choir, children, teachers, nursery workers and young children in the nursery, etc. Don't forget the late comers. This number is important

so the deacon knows how many will take communion. The number will be added to the permanent attendance record

- Just prior to The Peace, remind the Children's Class (next door) that it is time to rejoin the rest of the congregation
- Before the "Anthem", during the Offertory, the 2 greeters/ushers come forward to the Altar when the music starts
  - Reverence the Altar
  - Hand the LEM or Deacon the Counting Form.
  - Get the Offertory baskets
- Collect the Offering by handing the baskets at the front of each pew.
- When the "Hymn at the Presentation" begins, the greeters/ushers come forward to the Altar.
  - Bring the Offertory baskets
  - Bring the "alms and oblations" (bread and wine)
  - Hand to LEM and acolyte
- During Communion, the greeters/ushers will follow the Choir as they make their way to the Altar
  - After the choir has taken Communion, start to direct the rest of the congregation, pew by pew, as space at the Altar allows. Begin with the center sections first.
  - Please keep the Altar full. Do not make the Clergy wait for people to get to the Altar
  - Be aware of anyone who is not able to come to the Altar for communion. Ask if they would like to have service in the pew
  - Greeters/Ushers are the last to take communion at the altar. Let the Celebrant, Deacon, or LEM know about anyone unable to take communion at the Altar
- During the Closing Procession, open both doors for easier flow out of the Sanctuary

**After the service:**

- As visitors leave, thank them for attending, make sure they receive a visitor bag, and invite them to return
- Return all Hymnals and Prayer Books to the racks under the back of the chairs. Also, collect all used bulletins and put them in the recycling bin in the church office next door.

Instructions for Greeter-Usher Purpose: The Greeter/Ushers welcome each person as they enter the church and hand them a service leaflet. A friendly welcome gives visitors a great first impression of St Catherine's and reminds us all how happy we are to be a part of this church family. Prior to the service: • Arrive 30 minutes before the service starts • Make sure the walkway is unobstructed and cleaned up • Make sure the bread and wine are in the Narthex • Familiarize yourself with the service leaflets in the basket in the Narthex being certain it is the leaflet for the correct service • Greet and hand a service leaflet to each worshipper as they come in the door • Offer guests with young children our nursery service and direct them to the annex where it is located • Offer "kids bulletin" to any children as they enter • Be aware of anyone who needs assistance climbing the ramp or finding a seat • Be aware of any newcomers or visitors. Welcome them and ask them to fill out a visitor's card. Have them return it to you or put it in offering basket • Keep the doors to the

worship space closed as much as possible to keep the environment comfortable and quiet

During the service:

- Between the First Lesson and The Peace, fill out the Counting Form to get an accurate count of the number of parishioners. It is important that the count be accurate. Take into account the following:
- Count everyone – Clergy, acolytes, LEMs, Deacon, organist, choir, children, teachers, nursery workers and young children in the nursery, etc. Don't forget the late comers. This number is important so the deacon knows how many will take communion. The number will be added to the permanent attendance record
- Just prior to The Peace, remind the Children's Class that it's time to rejoin the rest of the congregation
- Before the "Anthem", during the Offertory, the 2 greeters/ushers come forward to the Altar when the music starts
- Reverence the Altar
- Hand the LEM or Deacon the Counting Form.
- Get the Offertory baskets
- Collect the Offering by handing the baskets at the front of each pew.
- When the "Hymn at the Presentation" begins, the greeters/ushers come forward to the Altar.
- Bring the Offertory baskets
- Bring the "alms and oblations" (bread and wine)
- Hand to LEM and acolyte
- During Communion, the greeters/ushers will follow the Choir as they make their way to the Altar
- After the choir has taken Communion, start to direct the rest of the congregation, pew by pew, as space at the Altar allows
- Please keep the Altar full. Do not make the Clergy wait for people to get to the Altar
- Be aware of anyone who is not able to come to the Altar for communion. Ask if they would like to have service in the pew
- Greeters/Ushers are the last to take communion at the altar. Let the Celebrant, Deacon, or LEM know about anyone unable to take communion at the Altar
- During the Closing Procession, open both doors for easier flow out of the Sanctuary

After the service:

- As visitors leave, thank them for attending, make sure they receive a visitor bag, and invite them to return
- Return all Hymnals and Prayer Books to the pew racks. Also, collect all used bulletins and put them in the recycling bin in the Annex