

Zion Lutheran Church Usher/Greeter Responsibilities

(1/2011)

Before the Service begins

- Arrive a minimum of 20 minutes early
- Turn lights on in the Sanctuary & the Narthex.
- Fill pew slots with envelopes, pencils, and visitor cards; supplies can be found under the stairs in the closet.
- Review order of worship in bulletin
- Check with Pastor(s) for “surprises”
- Move altar rail filler in place if kneeling communion is planned.
- Post hymn numbers on the hymn number board.
- During the winter, apply sand/grit to sidewalks if it is not already done.
- Greet people who enter the church and distribute worship folders and communion/visitor cards as needed to worshipers as they enter the church. Individuals who are alone may receive one each; couples who are together could share one.
- Point out the table where the flyers including the Zion Messenger and Prayer lists are located, and suggest that people take whatever items are desired.
- Set up chairs in Overflow if it appears that it will be necessary (if the Sanctuary becomes about 3/4 full, open the doors to the Overflow Room and get volunteers to help set out chairs).
- Let children know where the Children’s Bulletins and Quiet Bags are located.
- Assist worshipers to their seats, when necessary.

During the Service

- Distribute bulletins to those that come in late.
- Direct worshipers to restrooms, nursery etc. upon request.
- Count the worshipers during an early hymn. This is most easily accomplished from the balcony. Don’t forget to count the overflow, the nursery, the pastors, kitchen workers, and yourself.
- Collect offering. Two people can usually service the main sanctuary, one for the overflow; and don’t forget the balcony. Courtesy dictates that the usher should face the front when collecting the offering; do not watch the people placing their offering in the plate. When finished with the offering, bring the offering plates forward and remain at the front of the sanctuary facing the front until the Pastor places the offering plates on the altar or other table.
- Direct worshipers for communion, releasing them pew by pew, and collect the communion cards.

After the Service is complete

- An usher should assist the Incoming Funds Manager in counting the loose offering.
- Complete a cash offering slip and attach it to the cash offering when you give it to the Incoming Funds Manager (or the person who’ll be locking up the offerings).
- Record the attendance count (the attendance record notebook is located in the drawer of the table where the empty offering plates are kept). Fill in the date and time of worship, the total attendance, and the amount of the cash offering.
- Put chairs away in overflow room.
- Straighten the Bibles and hymnals in the pew slots. Be sure that a sufficient number of Bibles are in each pew slot; add more, if necessary.
- Pick up bulletins from pews and discard in waste basket.
- Straighten the items on the bulletin tables.
- Shut off lights in the Sanctuary and the Narthex.

Remember at all times that you are the first and possibly one of the most lasting impressions of Zion that visitors receive. Be courteous, friendly, and welcoming. Thank you for serving in this capacity.