



Guide to Greeting & Ushering for Worship Services

Extending a hand of friendship and a smile warms the welcome of all worshipers and visitors of Zion. This guide will provide you with a checklist of simple tasks to do before, during and after worship services. Please arrive 30 minutes before services to prepare. Thank you for volunteering and providing a welcoming experience at Zion.

Before Services

- Turn on lights in the Sanctuary, gathering space, and coffee bar area.
- Check sidewalks, apply sand/grit if needed.
- Fill pew slots with envelopes, pencils and visitor cards.
- Ask Pastor of any special circumstances planned.
- Greet worshipers & visitors as they arrive.
- Provide the Order of Worship to attendees.
- Ask for volunteers to set up chairs if Sanctuary begins to fill up.
- Assist worshipers to open seats, if necessary.
- Close glass doors to the Sanctuary 5 minutes before worship.

Helpful Tips: Supplies are located in the turning bookshelf with extra hymnals. Extra chairs are located in the storage closet, west of the glass doors to the Sanctuary.

During Services

- Count the number of worshipers mid-way through the service. Include nursery, worship leaders and kitchen workers.
- Collect the offering. Bring forward during offering hymn.
- Direct worshipers for communion.

Helpful Tips: Feel free to stand in the sound booth to do the count of worshipers. It works well to have 3 people assisting with the collection of the offering and directing worshipers for communion. Face the front of the church at all times when passing the collection plate or signaling worshipers time to commune. Collect communion cards and leave them in the office after the service.

After Services

- Record loose cash and coin offering, attendance and those communed. Log book located in the left-hand drawer in the sacristy. Give completed cash offering form, cash, checks and unopened envelopes to the Incoming Funds Manager.
- Return chairs to storage if used.
- Straighten Bibles and hymnals in pew stands. Toss out or recycle any trash.
- General look around the Sanctuary and gathering space to ensure cleanliness.
- Turn off lights in the Sanctuary, gathering spaces and other unoccupied areas of the Church.

Helpful Tips: Checks are not considered cash and should not be added to the cash offering form. It's common for people to gather after services. If needed, ask a volunteer to turn off the lights before you depart.