

Worship Team

Usher/Greeter activities

Until further notice the usher will also serve as the greeter.

Pre worship activities

1. Try to arrive by 9 am to set up.
2. Get the communion kits from the refrigerator in the kitchen. Take the entire plastic bin out to the narthex.
3. To the left of the sanctuary doors there is a table with two platters. One is for kits containing wine and the other is for kits containing juice. The communion kits are also labeled wine or juice. Place about 10 kits on each corresponding platter. Add more as needed.
4. Retrieve the bulletins from the office. Place the bulletins on the high top table in the narthex.
5. Place offering basket on high top table with the bulletins.
6. Greet worshipers as they enter the narthex.
7. The pastor will make an announcement for people to raise their hand if they want to partake in communion but did not take a kit. If someone raises their hand, bring one of each type kit (wine and juice) to the person.
8. Once service starts put the remaining communion kits back in the refrigerator.

Post worship activities

1. Open the doors to the sanctuary for people to leave.
2. Collect any bulletins left on the pews and put them in the large basket in the last pew for recycling.
3. If there are two usher/greeters, both should take offering from the basket to the church office. If there is only one usher/greeter ask someone to assist you with this task.
4. Place the offering "counter envelope", record in white 3Ring binder safe log, and then place in the church safe.