

## ***Roxboro Presbyterian Church***

### **Guidelines for Ushering/Greeting**

Thank you for giving your time in the service of ushering/greeting. To help things go smoothly, guidelines are listed below:

\*Duties of ushers/greeters will be combined. The two ushers for the morning on the schedule are responsible for lining up the other 2 ushers (usually these will be in the window aisles) to assist with receiving the offerings.

\*Ushers are expected to set a high standard for attire and to insure that assistants are similarly dressed.

**\*If you cannot be present, please arrange for someone else to serve in your place.**

\*Please be at the back of the sanctuary no later than 10:40 A.M.

\*Before the worship service begins, one usher will hand out bulletins and the other will serve as greeter to welcome members and visitors. Please ask any visitor to sign the guest book so that follow-up contact can be made.

\*After the Lord's Prayer following the Prayers of the People, please move to the back of the sanctuary so that all 4 ushers come up the center aisle at the same time.

\*At the announcement of the offering, the invitation to giving by the minister, come forward to receive the offering plates. Side aisle servers usually precede those who will serve in the center aisle.

\*After offering is taken, move forward when the organist starts playing the Doxology ("Praise God from whom all blessings flow"), then one usher places both plates on small table/stand near pulpit and both ushers return to their seats before offertory prayer.

#### **Other Helpful Notes**

\*Please designate one of you to **OPEN THE SANCTUARY DOOR** (weather permitting) following the benediction and be ready to greet worshipers as they go out, paying special attention to our visitors. It is also welcoming to open the sanctuary doors prior to worship.

\*Please stay after worship to **CLEAN THE SANCTUARY** of all bulletins, "junk" and to straighten the book racks.

\***CHECK** all doors to be sure they are locked.

\***TURN OFF** the garden fountain, if running. (Switch is one of the double switches in the southeast corner of the Fellowship Hall, the corner toward the garden and to the right of the door.)

\***TURN OFF all lights.**

#### **IMPORTANT:**

**See that the area is appropriate to receive God and worshipers. Help the service go smoothly by paying attention to the details listed above. Communicate reverence by your talk, appearance, and behavior. Communicate an appreciation for God's people and help them to reverently bring their gifts to God.**