

FMC GREETERS/USHERS **(updated September 2023)**

Two greeters/ushers serve each Sunday morning, arriving by 8:45am. As a first task, they should acquaint themselves with the morning's service to be aware when their services are needed.

NOTE: Hand sanitizer and masks are available inside the back door and at the sanctuary entrance for anyone wishing to use them.

GREETING

One person will be stationed at the entrance to the sanctuary. In addition to greeting people and giving them a bulletin, this greeter should engage visitors, be sure they feel comfortable finding a seat or assist them to do so. A sample interaction on the part of the head greeter: "I'm not sure we have met. I'm _____. Have you been here before? We're glad you're here to worship with us." This greeter should remain at the sanctuary door to greet and assist latecomers until 10 minutes into the service.

The greeter should encourage visitors to sign the guest book, which is located on the greeter stand opposite the stand with the bulletins. **If these are new folks in town or first-time visitors (not family or friends visiting from out of town), they should receive a welcome bag.** This greeter is responsible for getting a bag to them immediately following the service and encouraging them to go downstairs to fellowship time. The welcome bags are kept on the small table behind the bulletin stand.

The second greeter will be stationed at the back door, helping as needed, especially in bad weather, with navigating steps, where to park, etc. and offering a hearty first welcome. This greeter also helps anyone who needs to find and use the elevator lift, ensures that guests and visitors are aware of the restrooms, coat rack, and where the sanctuary entrance is. This person should also stay on duty until 10 minutes into the service.

USHERING

Offering:

Starting at the front pews, pass the offering plates down each aisle. When the offering is collected, bring the offering forward (usually near the end of the offertory) and place it on the communion table.

During communion, the ushers may be asked to assist in inviting people to gather around the tables.

Sharing/Introductions:

Check that the two portable mics are at hand and everyone knows how to turn them on. Pass the microphones for sharing and announcement times.