

# Susanna Wesley United Methodist Church

## Ushering and Greeting Ministry

Thank you for offering yourself in service as an usher or greeter at Susanna Wesley United Methodist Church. This is an important ministry of hospitality and you have an important role and responsibility. You will be one of the first people visitors will see. You are the first impression of our church. How you meet them and what you say to them will help set the tone for their worship experience here.

Ushering and greeting calls for patience, courtesy and discernment. Almost like entertaining friends, you are the host or hostess and each person coming to worship is your special guest. Your warm greeting and pleasant smile will help foster a sense of belonging, even for a newcomer.

In addition to greeting people, your service as an usher is essential to the worship of our congregation. People cannot take their seats, follow the order of worship, receive communion, or give their offerings to God without you. Your service, performed in a quiet, reverent and unobtrusive manner, helps create a meaningful atmosphere for sacred worship.

Our Ushering and Greeting ministry is coordinated by our Head Usher Mark Tartaglia and can be reached at (757) 334-3440 and/or [Mark.Tartaglia0514@yahoo.com](mailto:Mark.Tartaglia0514@yahoo.com). Mark will also oversee the training and scheduling (*beginning November 1, 2014*) for our ushers.



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## Usher Guidelines

### Ushers & Greeters



Dress – We ask that our ushers dress in such a way to reflect the reverence and dignity of the worship setting.

#### Specific Duties of the Day:

1. Arrive at the church 15 minutes prior to your assigned service.
2. Greet people and hand out bulletins. Give Children's Bulletins to the young ones.
3. One usher should be available to help seat people especially when it gets crowded.
4. Help visitors find seating – *together* – even if you need to ask some regular attendees to move or change seats. Be prepared to ask people to “swoosh” or move over to accommodate more folks in a row.
5. Welcome Bags. During the announcements, be prepared to hand out gift bags – one per household group – not one per person. Ask visitor to fill out visitor card and place in offering plate.
6. Offering. The offering is a very important part of our worship. It is our time to respond to God's grace with thanksgiving. The offering is usually received after the pastors welcome and/or prayer. At the end of the 3<sup>rd</sup> song, come to the back of the church and wait to be called forward by the pastor. Once all the ushers come back with the offerings, disburse the children with food collection baskets. Have children line up 2-by-2 with baskets ready to walk up at the beginning of the Doxology. One usher will take all offerings behind the children and raise up to God and await for the pastor to take from your hands. Come forward when called to receive the offering. There will be a short prayer before you move to receive the offerings. Collect the offerings from the sides first. Always keep an eye on your fellow usher so you stay together. Some ushers prefer to receive the offering from half the row at a time; others prefer to do it by alternating rows. The important detail about receiving the offering is that you communicate and watch your fellow usher. Stay together and make sure you have given everyone the opportunity to make an offering. Wait in the back until the Offertory is completed and bring the offerings forward once the Doxology begins.

7. Communion. The sacrament of Holy Communion is a most sacred occasion in our church. Sacred, not somber. As you usher people to communion, it is perfectly appropriate to smile. We typically celebrate communion via intinction with two stations. When the pastor indicates that the table is set the ushers should be in place to get folks started coming forward.
  - a. Servers:
    - i. Bread: Jesus' body, broken for you.
    - ii. Juice: Jesus' blood, shed for you.
  - b. Serve pianist first.
  - c. Usher will direct congregation towards back of church and up center isle to the two stations.
  - d. Assist ANY persons that may require assistance receiving Holy Communion.
  - e. After entire congregation is served, the two serving stations will serve each other Holy Communion.
8. Emergencies. There may be a time when an emergency arises. Someone becomes ill or something happens to cause an immediate reaction or excitement. Your first duty is to remain calm, but to summon aid as quickly as possible. That may mean a call to 911 or simply helping someone leave the service to find a restroom. There is an AED located in the vestibule area near the main entrance.
9. After worship
  - a. Go through each isle and gather any trash or old bulletins.
  - b. Replace hymnals and bibles in the racks under the chairs.
  - c. Turn off the lights. (Not while people are still visiting, and only after the late morning service.

*Ushering and greeting is an important ministry in our church. We are glad you have chosen to serve God and Susanna Wesley United Methodist Church in this way. Like the pastor and other worship leaders, you are expected to exhibit courtesy and discernment. Your attitude and demeanor, will be noticed by all who come to worship. There is much information here for you to consider. Please review it periodically to remind yourself of the duties and responsibilities. Using good judgment and treating people as you would want to be treated are necessary in being a good usher and greeter. You provide a tremendous service to Christ and His church. Thank you for your commitment.*

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