

2022 Usher Information – Foundation (8:30) Service

Please limit conversation in the back of the sanctuary during the worship service. You would be surprised how far voices carry!

PRIOR TO THE START OF THE WORSHIP SERVICE

- Always look to assist people with the grace and love of Jesus Christ.
- Please be at church 15-20 minutes before worship begins.
- **We are limited on children to serve as acolytes, so as soon as you get to the sanctuary, light the candles on the altar.**
- Stand inside the double doors of the main entrance into the sanctuary (by Pastor Steve's office door). This will allow you to see anyone who might come in the single doors at the back of the sanctuary so they can receive a bulletin.
- Encourage people to move into the sanctuary and not cause a 'conversation bottleneck' in the back of the sanctuary.
- The offering envelope and the attendance forms are in the drawers (8:30, left-hand drawer; 11:00, right-hand drawer) in the storage cabinet at the back of the sanctuary.
- Check the hearing/listening devices for batteries. Green means they are good and red means they need replacing. The batteries are located in the workroom drawer marked batteries.

DURING THE WORSHIP SERVICE

- As you are looking at the double, main sanctuary doors from inside the sanctuary, close the door on the left when the service begins (this door closes slowly). After the first hymn, close the door on the right, but be aware of those who arrive late; welcome and assist them with the same grace that you would anyone else.
- If the sanctuary is getting full, please help those coming in late find a seat--even if it means asking someone sitting on the aisle to slide over!
- Complete the attendance form. Wait to take attendance until 15-20 minutes after the service begins to allow for any late arrivals. This form should be placed on the secretary's desk or in the basket on the office door.

AFTER THE WORSHIP SERVICE

- Collect the offering from the three offering plates, place it in the offering envelope and take to the office to be locked in the cabinet until after the Apex service. If the office is locked, find someone with a key to unlock the office door and the file cabinet drawer.
- Do not take out the Connection Cards. The counters will do that.
- Please recycle any bulletins with the Connection Card still attached and prayer list enclosed that are in good condition for use in the Apex service. Also check the recycle basket outside the single doors to the sanctuary.
- Please take a quick look around and:
 - return any stray hymnals and/or Bibles to the racks (two hymnals with Bible between them and the Faith We Sing behind the Bible);
 - pick up and dispose of any loose papers or trash from the pews;
 - gather any lost and found items, alert the Pastor or other staff, and place them in the office.

OTHER INFORMATION

- We have wheelchairs and walkers in the coat room if anyone should need to use one.
- If someone should get sick during the service, located in the usher cabinet is a bottle of "Super-Sorb", an instant absorbent to absorb liquids for later cleanup, and a roll of paper towels. Also in the cabinet is a roll of blue painter's tape to block off the area until final cleanup can be done and the area has had a chance to dry.
- Be ready if the Pastor or speaker needs assistance with a task, like handing out materials or collecting items. You might not be warned prior to this happening!

Thank you for being willing to serve Jesus Christ and Wesley United Methodist Church in this important capacity.

2022 Greeter Information – Foundation (8:30) Service

PRIOR TO THE START OF THE WORSHIP SERVICE

GREETERS

- Always look to assist people with the grace and love of Jesus Christ.
- Please be at church 15-20 minutes before worship begins.
- “Greeter” tags are in the top drawer of the Information Station desk located by the main entrance.
- Be aware of first-time visitors. Attempt to get their names and offer/give them a newsletter before they leave the church. These are kept on the Information Desk by the main entrance
- Please remain at the outside entry doors for 15-20 minutes after the service starts to welcome those who arrive a little late. Reassure those coming in late that they are never too late to come into the service.
- Look for new faces and make them feel welcome. You can consider this one of the most important things you do! Also, it would be greatly appreciated if you would please pass on to Sarah Estes (Connections Coordinator) any information you get from new visitors while talking to them (especially names) so she can follow up with them. Feel free to use your Connection Card to convey any visitor information you have.

Thank you for being willing to serve Jesus Christ and Wesley United Methodist Church in this important capacity.