



Usher/Greeter Guide

First Presbyterian Church
Waynesville, NC 28786

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The Role of Ushers and Greeters

Thank you for volunteering to be part of the welcome ministry at First Presbyterian Church of Waynesville. Ushers and greeters play an important role in the life of our church. They set the tone for worship and serve as spiritual ambassadors by providing a warm welcome, assisting with any special needs, and collecting tithes and offerings. Duties require being engaged, observant, and attentive during the entire service.

Usher/Greeter Duties

The checklist on the following page outlines Sunday morning usher/greeter duties. A copy of the current check sheet is kept in the credenza drawer at the back of the sanctuary for quick reference as well as the complete Usher/Greeter Guide.

Currently, ushers are assigned on the schedule to either Main1, Main2, or Elevator. Main1 and Main2 take care of the two Main Street side entrances; Elevator refers to the sanctuary entrance from the breezeway. Team members are free to change their posts depending on the preferences of individual members; however, everyone should be in agreement with any change.

The usher/greeter team should discuss at the start of their shift who will be responsible for which duties (e.g. lighting candles, offering collection, etc). This ensures that all activities are covered.

The Usher/Greeter Schedule

The schedule is put together at the start of each quarter. One month before the quarter begins, an email is sent to all volunteers asking for their availability to usher. Volunteers send a return email with their preferred dates.

The schedule coordinator and Worship Team leader then construct the schedule based upon volunteer preferences. The final schedule is emailed to all volunteers; a copy is also posted on the bulletin board outside of the church office. Please review the schedule right away to ensure the dates you are assigned will work for you.

If during the quarter you need/want to change one of your dates, please try to find someone that will swap with you or sub for you. Let either the schedule coordinator or Worship Team leader know that you have made a change. If it is an emergency and you need help finding someone, please contact the schedule coordinator or Worship Team leader.

Usher/Greeter Checklist

Updated August 1, 2022

Note: This is an abbreviated checksheet. See the Usher/Greeter Guide for full details. Most supplies can be found in the Usher/Greeter closet at the back of the sanctuary.

Before Service

- Arrive by 10:15. Meet with your team to agree on who will complete which tasks.
- Sweep entry porches and sidewalks if needed (*Brooms are in the janitor closet across from the office*).
- Turn on Sanctuary lights (fans if hot) and indoor entry lights.
- Lighting for chancel & choir loft to be handled by others.
- Light candles at 10:30 (no earlier) with taper lighter. (*See How-To: Light the Candles*).
- Greet worshippers on arrival; assist with seating as needed.
- On 3rd Sunday of the month**, place "10 Cents a Meal" pot on small table in front of Communion table.

Through the Passing of the Peace

- Trinity chimes are rung three times (*See How-To: Chime the Trinity*).
- Exterior doors and interior entrance doors are to be closed at this time.
- After FIRST HYMN, take head count. Include choir, minister of music, organist, and pastor. Record on usher slip and place in offering plate.
- On 3rd Sunday**, during passing of the peace, move table and soup pot out of the way in front of organ.

Offertory

- Two gather at the rear. Proceed when music begins.
- Do left front of congregation first, offering the plate to those seated. Repeat on the right front, and then the back of the sanctuary. Do not collect from the choir.
- When the Offertory music is completed and the Doxology begins, two Sanctuary ushers should proceed forward for the Prayer of Dedication.
- Offering plates are returned to the back credenza.

After the Service

- AFTER the postlude music, extinguish the candles by gently lowering the lighter/snuffer over the wicks.
- Collect pew pad sheets and turn into the office. Replace the pads if needed. New pads can be found in the usher/greeter closet.
- Remove bulletins and other papers left in the pews.
- Turn off interior lights and fans. Close all interior doors to the sanctuary.
- Make sure exterior doors are secured. (*Note: Security/Building and Grounds is responsible for locking doors. If you are concerned about a door being locked, please find someone (e.g elder) with a key*).
- Bell tower outside light and parking lot outside lights are to be left ON.

Thank you for your service.

How To: Light the Candles

- Light candles at 10:30, not earlier. Candle oil needs to last for two Sundays.
- Adjusting the candle wicks can make them unusable. PLEASE DO NOT TOUCH THEM.

	
<p>Step 1: Locate the butane lighter behind the parament at the lectern.</p>	<p>Step 2: Extend the taper wick for lighting if needed (use lever as shown).</p>
	
<p>Step 3: Light the wick with the butane lighter.</p>	<p>Step 4: Hold the candle lighter horizontally to the candle to light.</p>
<p>Step 5: Retract the taper wick using the lever (refer to Step 2) to extinguish its flame.</p>	<p>Step 6: Hang the candle snuffer on the tray under the candles when done.</p>

Step 7: Extinguish the candles

When the service is over, the candles must be extinguished. Using the candle snuffer, gently place the “bell” over the flame; hold it in place long enough to deny the flame oxygen.

Avoid pressing down on the wick with the bell.



How To: Chime the Trinity

- The Trinity chimes can either be rung by the organist (from the organ) or the usher (from the belfry). The organist will ring the chimes if he/she is playing a prelude from the organ. This can be determined from the bulletin.
- Never rung the belfry chimes? You might find a practice ring helpful. Try it once during your early arrival.

<p>Step 1: Find the section labeled “Prelude” in the Bulletin (after “Chiming the Trinity”).</p>	<p>CHIMING THE TRINITY</p> <p>PRELUDE: <i>“Partita on Foundation” Diane Combs, organ</i></p>
<p>Step 2: If the prelude is being played on the organ, then the organist chimes the Trinity. If the prelude will be played at the piano, then the usher will ring the chimes (go to Step 3)</p>	<p>In example above, the organist will ring the chimes. If the prelude indicates “piano”, then the usher will ring the chimes. If you are unsure, ask the organist.</p>
<p>Step 3: Proceed to the belfry entrance. Find the rope near the entrance door. Tug the rope three times for the three chimes.</p>	A photograph of a man in a white shirt standing in a belfry. He is pulling a rope that is attached to a chime mechanism. The belfry has wooden walls and a door.

How To: Collect the Offering

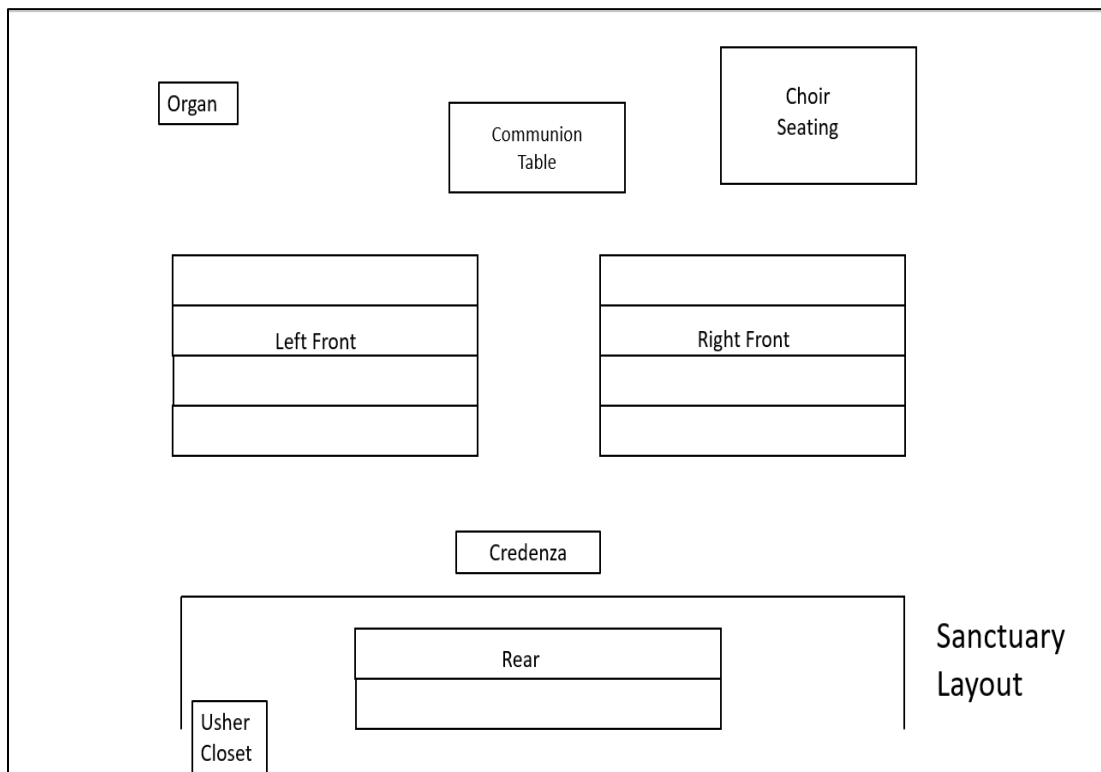
For many years, offering was collecting using four ushers/greeters, passing the plates across the rows of pews. The pandemic changed the approach to reduce the touching of common surfaces. Now, collection is done using two ushers who complete a section of the sanctuary at a time: left front, right front, and finally the rear. The ushers offer their plates to those seated in the pew, but the plates are not actually passed.

The collection process is described and illustrated on the next page. The process assumes the following sanctuary layout. Just a few reminders:

- Please be ready in front of the credenza before the offertory music begins.
- Proceed when the pastor requests the ushers to come forward.
- Do not collect from the choir.

After collection is complete and the ushers process forward during the Doxology, there is a note to stop before the floor vent near the first pew. The reason for this is to provide space for the organist to move between the piano and organ during the Prayer of Dedication.

FIGURE: Sanctuary Layout





Step 1: Proceed forward when the offertory music begins. One usher should move to the left outside aisle; the other stay at center.



Step 2: Begin on the front, left side of the sanctuary, working your way back. Offer the plate to those seated.



Step 3: After the left side is complete, repeat beginning at the right front and working your way back again.

Finish by collecting from the back section of the sanctuary.



Step 4: Wait at the credenza in the rear for the offertory to finish. When the Doxology begins, move forward.

Stop before the vent on the floor and wait for the Prayer of Dedication.

Step 5: After the prayer, return to the rear and leave the plates stacked on the credenza.

Step 6: The counters will pick up the plates when the service is over.

How To: Set Up for 10-Cents-A-Meal Offering

The 10-Cents-A-Meal offering is collected on the third Sunday of the month. The congregation processes forward during the first hymn to place their offerings in the soup pot in front of the communion table. During the passing of the piece, the soup pot and table must be moved out of the way (in corner in front of the organ).

Before service:

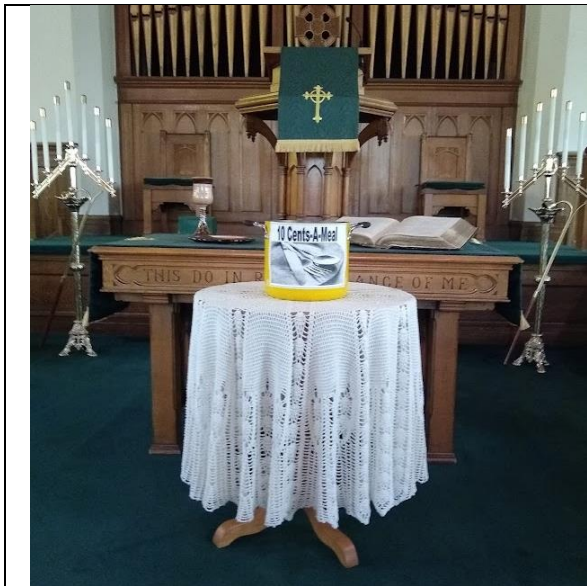
- Locate the small round table in the passageway (formerly the Heritage Room) between the sanctuary and the breezeway.
- Locate the soup pot in the storage area behind the organ pipes (entrance is next to the doorway for the Upper Room). The soup pot is on one of the lower shelves behind the door.

During the passing of the peace:

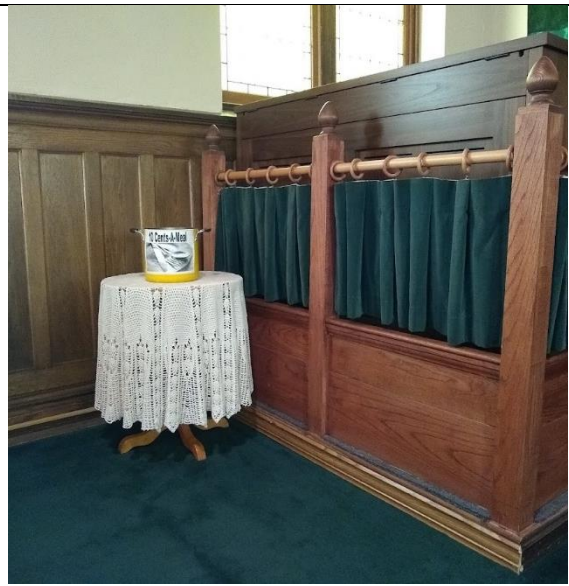
- Move the table and soup pot to the corner shown in the picture below. If you are not comfortable moving the pot, ask someone for assistance.

After service:

- Return the soup pot to the storage area and the table to the passageway.



The soup pot should be set up on small round table before service begins.



The soup pot should be moved out of the way (corner in front of the organ during the passing of the peace).

Assisting with Special Needs

Hearing

T-Coils are available on the credenza for those needing hearing assistance.

Reading

Large print Bibles are available on the credenza. If there are none on the credenza, please check the usher closet at the rear of the sanctuary and the pews.

Wheel-chair

Wheel-chair worshippers can be seated next to the credenza on the belfry side (left side when facing the back of the sanctuary). The usher chair should be used for an accompanying family member.

Child Care

Younger children usually find their way to the nursery for child care during worship service. On occasion, we might be missing a nursery worker or children choose to stay in the congregation with their parents. There are some "busy" items (crayons, paper, etc.) in the usher if needed.