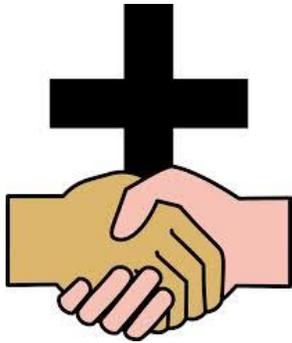


# GREETERS & USHERS



*“And whatever you do or say, let it be as a representative of Christ.”*

*Colossians 3:17*

*“We are Christ’s ambassadors.”*

*Corinthians 5:20*

This team is a servant hearted group of men and women whose ministry is integral to church life.

**Greeters** are responsible to ensure that every person entering the church is greeted and that visitors are offered assistance as appropriate so that everyone feels important and welcome. Greeters will be asked to serve during special events also.

## Greeter Responsibilities:

- Attend worship services. Arrive at church ½ hr early. Be at station 20 minutes before service starts.
- Greet attendees as they enter the building.
- Send visitors to welcome center or ushers for assistance to classes, nursery, sanctuary, restrooms, etc.
- Introduce visitors to church staff, teachers and members of similar age when possible.
- Open doors for/assist the elderly or disabled.

**Ushers** will regularly participate in worship services and will assist with literature distribution; welcoming, directing and seating guests and others as needed; and collecting offerings when needed.

## Usher Responsibilities:

- Attend worship services. Arrive at church ½ hr early. Be at station 15 minutes before service starts.
- Watch for and welcome guests.
- Assist attendees & late-comers with seating as needed.
- Distribute literature as called upon.
- Receive tithes and offerings and leave them with the appropriate person.
- Offer assistance to classes, nursery, sanctuary, restrooms, etc.
- Open doors and assist elderly and disabled individuals as needed
- Acquire extra chairs when needed.

- Be willing to count the attendance of all ages and turn in the attendance card.
- Assist in creating an atmosphere of worship. Minimize noise (traffic).
- During service, be aware of the needs of the people...quietly. Scan the congregation periodically, searching for need situations.
- Pick up bulletins and all trash after service.

We want to be a community of people who welcome and embrace all who walk through our doors with the light of Christ’s love and genuine hospitality.

The Usher and Greeter team at Shalom fills an important role. They are involved in guiding traffic, helping visitors, answering questions, providing direction, directing attendees to their seats, ensuring the safety of the building during services and generally ensuring that the service can proceed problem free.

We understand that taking the first step into a new place for the first time can be a bit daunting; that’s why we need people with a welcoming smile and a ready handshake to meet and greet our visitors as well as those who call Shalom their home.