

## Greeters Checklist

1. Be in the foyer 15 minutes before start of service.
2. Welcome people with a bulletin and a friendly greeting.
3. Assist visitors with the essentials: child care, Christian Ed, restrooms.
4. Help people move through the foyer into the sanctuary to avoid congestion.
5. Stay in the foyer to greet latecomers for 15 minutes after start of service.
6. Assist ushers if they need help.

## Ushers Checklist

1. Be ready to begin 15 minutes before start of service. Wear an "USHER" tag. A supply of lanyard style tags are in the usher closet.
2. Hand people hymnals as they enter. Avoid congestion at the entrances.
3. Assist with seating. Encourage people to fill in front seats.
4. Offer hearing devices for those who need or request them.
5. Help latecomers find seats without disrupting, during breaks in the service if feasible.
6. Take attendance from the balcony during Children's Time.
7. Collect, count, and record the offering according to the printed guidelines.
8. Obtain wireless mic from the sound tech in the balcony. Do not leave it lying anywhere unattended. Return it to the sound tech at the end of each service.
9. During sharing try to stay in the center aisle and pass the mic down the row.
10. Return hymnals to racks after the service.
11. Pay particular attention to building and personal safety. Be ON DUTY throughout the service.

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