Usher/Greeter Check List

Greeter:

Set up foyer table, Joys and Sorrows cards (in the green envelope) on entry table by the window

Arrange new visitor printed name tags from red envelope on table with visitor registration clipboards

 New children: be sure parent has registered the child and age on form. Look for

 RE liaison to show them to the classroom

 Open, close front door as appropriate

 File new visitor forms in the admin mail slot

Usher:

Place handicapped parking signs

Raise flag

Ensure offering baskets are behind pulpit

Place hymnals if needed

Close the hall door into sanctuary

Sit near the back to welcome any late comers

Count congregation after RE begins

Count offering after service

Return offering baskets behind the pulpit

Tidy sanctuary

After second service: take down flag and bring in signs

Grusher:

 Read both greeting and ushering Check Lists

Help usher with setup, cleanup

 Greet at front door

 Count congregation

 Count offering

 Tidy sanctuary

SIGN UP ON DOODLE! Or call Kathy at 530-477-5824

As a representative of the whole community, thank you for offering warm hospitality to all who enter our doors.