

USHER/GREETER INSTRUCTION

We'd like to thank you for your willingness to participate in our worship by serving as a greeter/usher for our 10:00 a.m. service. In this role, you offer an important assistance and support to the congregation. This short outline will help to make your duties easier.

1. Please be at church by 9:40 a.m.
2. Place a glass of ice water in the pulpit for the pastor, and one on the organ or piano for the musician.
3. Light the candles in the front of the sanctuary at 9:45 a.m.
4. Ring the bell by 9:55 a.m.
5. Encourage members and visitors to enter the sanctuary and enjoy the music prior to service.
6. Check the number in attendance and place it on the board provided on the east wall. **EVERYONE, including children, visitors, choir, pastor, liturgists and anyone entering the sanctuary, is to be counted.**
7. Ushers go to the front of the sanctuary to receive the offering plates when Pastor Scott announces the offering. Receive the offering row by row so everyone is passed the offering plate. Return the collection plates to Pastor Scott when the congregation stands and sings the offertory response.
8. **After the service** and people have left the sanctuary, please extinguish candles and check pews for any bulletins and throw them away along with any other materials, so it is clean for the next service. Take the water glasses to the kitchen. Remove the sign-in slips from the pew pads and place on the secretary's desk. There are 25 pads to check—one in each pew and one for the choir.
9. If children are present in the sanctuary, let them know the sanctuary is not a place to play; no running in the sanctuary.

Thank you for your active membership at OCPC, and your participation in the Sunday worship service.

Theology/Worship Committee
Pastor Scott