



Faith Family Church

"Life in Christ"

Ushers and Greeters

Introduction:

Ushers and greeters serve the pastors and the people of Faith family church so that the services can flow decently and in order. This ministry is very important because it serves to enhance the ministry of God's Word and the move of the Holy Spirit. Good ushers and greeters are "people persons" who make people coming into the church feel welcome and appreciated. In doing so, they contribute greatly to making everyone's church experience a positive one.

When people walk into the church for the first time, the ushers and greeters are a representative of the church. In a sense, to a first time visitor, they are the church. The opinions the visitors form about the church are directly influenced by the ushers and greeter's attitude, conduct and appearance.

With this in mind, a good usher and greeter always strive to be a blessing to everyone they come in contact with. They go out of their way to brighten a person's day and to be an encouragement to everyone they meet.

A smile is an usher and greeter's best tool in fulfilling their responsibilities. As they remain positive in every situation, they will greatly affect the outcome of a church service in a positive way.

All greeters and ushers need to be presentable and clean. Your clothes need to be modest and church ready (details on dress will be gone over in training by head usher). Be aware of the fact that you are representing Christ. Personal hygiene is a must, breath should be fresh, hair clean and neatly kept, fingernails clean, clothing clean and in order.

Most importantly pray before the service and prepare your heart to be sensitive to the Holy Spirit. Believe God to be a representation of Christ in your service to His people and those who are visitors. We expect God to do great things in our services.

General Information regarding Ushers and Greeters

Ushers Duties Include:

Head usher:

- Arrive 30 minutes before service begins
- Manage all other ushers.
- Divide the sanctuary into sections.
- Appoint ushers to each seating section in the church.
- Be aware of the schedule of the service.
- Make sure they have what they need before the service begins (pens, offering envelopes, Bibles, visitor info, new believer's packs).
- Be a resource of helpful information.
- Take offering to counting room with one other trusted usher.
- Maintain alertness at all times.
- Take attendance for sanctuary, nursery, kids and toddlers.
- Oversee altar ministry (prayer for the sick, salvations, communion)

Front Ushers:

- Arrive at 9:40am
- Be aware of the schedule of the service
- Know and attend to your seating section.
- Move the pulpit as needed.
- Help people find a seat.
- Assist in giving information regarding all kids' ministries (sign in tables and classrooms for all ages from nursery to 6th grade).
- Directions to the bathroom.
- Help the worship team (women) on and off the stage.
- Any assistance needed by the Pastor or guest minister.
- Help with offering, first time guests, communion and altar care.
- Maintain alertness at all times.
- Your family may sit at or near your post.
- Please participate in service as much as your duties will permit.

Back Ushers:

- Arrive at 9:40am
- Be aware of the schedule of the service.
- Know and attend to your seating section
- Help people find a seat.
- Assist in giving information regarding all kids' ministries (sign in tables and classrooms for all ages from nursery to 6th grade).
- Directions to the bathroom.

- 10:10am shut exterior door (weather dependent).
- 10am shut one sanctuary door.
- 10:15am shut sanctuary doors.
- Post the welcome sign once you enter the sanctuary.
- Any assistance needed by the Pastor or guest minister.
- Help with offering, first time guests, communion and altar care.
- Maintain alertness at all times.
- Your family may sit at or near your post.
- Please participate in service as much as your duties will permit.

Greeter Duties Include:

- Arrive at 9:40am
- Greet people with a smile as they come in the door.
- Give direction regarding children's ministries (Classroom location for each age)
- Offer service bulletin.
- Direct to coffee.
- Bathroom location as needed.

Usher & Greeter Application

Contact Information:

Name _____

Cell Phone (____) _____ Home Phone (____) _____

E-mail _____ Address _____

Occupation _____

Family:

Marital Status: Single ____ Married ____

Spouse's Name: _____

Children: Names and Ages: _____

What area of ministry are you interested in?

Usher ____

Greeter ____

Have you ever been involved with an Usher or Greeter Ministry before? Yes ____ No ____

Please explain in detail your involvement in that particular ministry and any prior ministry involvement: _____

Church Involvement:

How long have you been attending Faith Family Church? _____

I have read this entire application packet. I can meet the requirements of the normal weekly schedule and I want to be a committed part of the Faith Family Church usher and greeter team.

Sign _____ Date _____

Thank you for taking the time to fill out the greeter and usher application. We will review and pray over your request and then be in contact with you.

Training for greeters and ushers will be held by the head usher/greeter periodically on Sunday mornings at 9:15am in the children's church room. We will contact you regarding these times.
