GUIDELINES FOR USHERS AND GREETERS

Please be in position on time (10:15am). Our ministry begins with you!

Always remember, you are our front line, making that vital first impression. Relax, be friendly, and greet everyone warmly, ***especially visitors***, making them feel wanted, at ease, and comfortable. Surveys have shown that visitors often decide in the first few minutes whether they will be returning or not based on their first impressions!

We would like for one of our male greeters to be at the front door of the church to open it for worshipers as they arrive for church. Umbrellas are available to escort people to the porch when its raining.

A couple of greeters should also be at back of the sanctuary in the vicinity of the book table to greet people as they enter the sanctuary. Other usher/greeters can mingle and greet/chat with people.

If visitors appear to be looking for someone or for a seat, dont be shy, offer to help them.

New/first time visitors are already nervous about coming in to a new setting, so don't overwhelm them with information at the door. If youre not sure if its their first visit to VCF dont be afraid to ask them. Let them/help them find a seat first, then once they are comfortable, give them the visitors card and church flier. ***Please be sure all first time visitors get a visitors card!*** Ask them kindly to fill out the visitors card and place it in the offering box so the Pastor can send them more detailed information about the church. Let them know the Pastor will be glad to visit with them if they would like. And, if they have small children, inform them about the nursery/children's church (Infants and toddlers up to three years of age can go immediately to the nursery. After praise and worship, 4 year olds thru 6th graders go to childrens church), making sure they understand they are more than welcome to keep their infants/kids with them in the sanctuary if they so choose! If they are interested in taking infants to the nursery, offer to show them where it is and lead the way.

There are folding chairs in the library should extra chairs be needed for a service, but please don't be too hasty in pulling them out. Help visitors find seats and try to fill up empty seats as much as possible before pulling out the extra chairs.

Enter into praise and worship.

You will be in charge of turning lights on/off (i.e., before and after praise and worship). Please turn off the stage lights and front chandeliers only (the three switches to the left).

You will be in charge of controlling heat/air conditioning. Keep thermostats set at 71 degrees.

Keep the doors to the foyer open during praise and worship.

Assist in serving communion. A team of four people should come forward, two for each side of the sanctuary.

After the service, greet visitors again and invite them back.

Smile, smile, smile!!!!!!!!

***Thank you for volunteering to serve in this ministry. You are an important part of our ministry team!***