

## How to Win Friends and Usher People

Welcome to your week of ushering! Here's all you need to know, bullet point by bullet point:

- Arrive at church about 20 minutes early, 10:10am.
- Wear your name tag, and a rainbow lanyard if you can find one. Remind others about name tags, as well.
- If needed, help with some last minute Order of Worship (OOW) folding.
- When others arrive at church, show-off your award winning smile, shake hands if you like, and hand out copies of the OOW.
- Answer some common questions before worship begins (if you feel like you know the information) or flag down someone else who might know.
- During the offering, retrieve the collection plate from the back of the Sanctuary, and proceed row to row to collect offerings and visitor cards.
- When the congregation begins to sing (*From thee I receive...*), bring the collection plate forward.
- At the end of worship, collect OOW covers to be reused next week. Encourage people to come to coffee hour or say goodbye and thank people for coming.

### Common Questions and Some Sample Answers:

- Q. Where is the bathroom? A. There's one right outside the Sanctuary.
- Q. Where is the nursery? A. Facing the chancel, there's a door to your right. At the end of the hallway, on the left, is the nursery.
- Q. How does the nursery work? A. There are two redcross certified teens from our senior youth group who watch children in the nursery during worship. Little ones (usually four and under) are free to stay with their parents or go to the nursery to play. Older children (typically kindergarten to 4<sup>th</sup> grade) are invited to Children's Chapel during worship, and will be sung out after the offering.
- Q. Where can I sit? (Or, nonverbally, looks around unsure where to go.) A. Looking for a seat? I see some space in this pew, or let me introduce you to [friendly member] who you can sit with during the service.