

**Usher/Greeter 5 (Rev. 04/08)**  
**Second Service Only**  
**Spann and Education Breezeway**  
**Back Door entrance to Sanctuary (cold weather)**

**GREETER RESPONSIBILITIES:**

Dress: Business attire is appropriate. Each greeter wears a greeter tag.

Arrival Times: Please arrive no later than 20 minutes prior to the start of the service (i.e. 8:25AM and 10:55AM).

Greeter Position: Breezeway between SS building and choir room. In cold weather, stand at choir door entrance by the Dorchester Room breezeway.

Latecomer Seating: **Assist all latecomers in locating a seat**

- ❖ Permitted during the Prelude, Announcements, Hymns, Children Service, etc.
- ❖ NOT permitted during Call to Worship, Prayers, Scriptures, or when you feel service should not be interrupted.
- ❖ **Exception:** If an Emergency or a Nursery worker needs a parent.

After Each Service: **All Greeters along with Ushers**

- ❖ Remove bulletins (recycling gently used bulletins for the second service, and placing all bulletins in the recycle bin after the second service), trash, etc from the floor and in the pews/pew racks.
- ❖ Return Bibles, hymnals and Pew Pals to their proper location. (**red hymnals to be put under pews**)
- ❖ Return the Ritual of Friendship pads to the right end of each pew (when facing the pulpit).
- ❖ **Remove the sheets from the Ritual of Friendship pads & give to the Elder in Charge.**
- ❖ Ensure all hearing aids have been returned to vestibules, **and all units are turned off.**
- ❖ **Return Greeter tags**