

Servant's Checklist

Ushers

Please arrive 30 minutes prior to the service.

- ✓ Unlock doors
- ✓ Open drapes
- ✓ Pass out bulletins. Be aware of seating availability and suggest seating for those arriving late.
- ✓ Count all worshippers (including those assisting and pianist) and post on chart in Sacristy/Cry Room.
- ✓ Gather offering and bring forward for the Assisting Minister to raise in prayer.
- ✓ At end of service, put all offering in the safe in the Sacristy/Cry Room. Collect attendance sheets and put them in the Sacristy.
- ✓ When the service ends, introduce visitors to other worshippers and invite them back.
- ✓ Pick up bulletins and replace books in chair pocket ready for next week.
- ✓ Clean bathrooms and combine all trash with that from the kitchen. Take to dumpster.
- ✓ At 11:00, close curtains and lock doors. Put your usher/greeter tag on the fridge.

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Greeters

Please arrive 30 minutes prior to the service.

- ✓ Put on an usher/greeter tag (on refrigerator).
- ✓ Make coffee and set up sugars, creams, etc. Use the large pot during good weather for fellowship on the patio.
- ✓ Place glass of water on the pulpit for Pastor.
- ✓ Turn on sound system (switch on the power strip).
- ✓ Greet worshippers outside as they arrive. Keep alert for visitors.
- ✓ Ring bell before service.
- ✓ After 11:00, clean communion ware and coffee pots.. Communion ware is placed in sacristy closet closest to window. (At 8:30, this is done by a sacristan and prepared for the 11:00 service.
- ✓ At 11:00, close curtains and lock doors. Put your usher/greeter tag on the fridge.