

New Goshenhoppen UCC - Greeter/Usher/Liturgist Duties

Sanctuary 8:00 A.M. or 10:30 A.M.

4 Stations:

1. Lower Narthex [Stand at Soldiers Table]
2. Upper Narthex [Stand at double door entrance]
3. Roberts Church Office [Elevator downstairs]
4. Upstairs Elevator [Stand at entrance to sanctuary]

Duties:

- Be at your station by 7:30-7:35 A.M. or 10:00-10:05 A.M. and put on your nametag.
- **It will be your responsibility to switch with someone in the event you cannot fulfill your assigned duties. Please email Cindy Biehn and person preparing Greeter/Usher schedule so bulletin is updated.**
- Greet folks as they arrive.
- Hand out bulletins
- Assist with directions and information.
- Offering collection – Follow instructions on your position to collect offering specified under Additional Responsibilities. Narthex usher/or ushers and Roberts Church Office usher proceed from back of sanctuary forward, **Elevator usher remains at sanctuary entrance until other 2 or 3 ushers come forward and then ushers proceed down designated aisles to collect offering.** When all are finished collecting, wait for music to stop and offertory music to begin. Then all proceed forward with plates and give to pastor. He will nod to dismiss you.
- At the end of a service when communion is served, all greeters help collect communion cups from pews or by standing at entry doors with baskets that are located on windowsills in the back of the sanctuary and on the table at upper elevator entrance.

Additional Responsibilities:

Lower Narthex Position:

- **Check that all stations have enough bulletins and make sure offering plates are in proper place.**
- **Before the offertory begins, go to back of church [Upper Narthex]. You will be collecting offering on both sides of center aisle. For additional instructions, proceed as noted above under duties.**
- On a communion Sunday when giving bulletins, direct worshippers to take communion from trays located on upper floor.
- Follow directions as noted above under duties to collect communion cups after communion.
- **If there is a Baptism or something else different/special occurring at the 10:30 service, Cindy Biehn will contact 8:00 Lower Narthex greeter usually by email to notify them of the special service. It will be Lower Narthex responsibility to collect all bulletins from all positions and replace them with new 10:30 bulletins which will be found in the Robing Room. In event Robing Room is locked, key is in Consistory President mailbox. After unlocking, please be sure to put the key back into the box so it does not accidentally get locked in the room.**

Upper Narthex Position:

- **Count worshippers. Record number on an index card found in table drawer. Place card in offering plate so that it is included with offering in suitcase.**
- **Remain seated in Upper Narthex during church services so that you are available to assist worshippers, if needed.**
- **You will collect offering if worshippers or choir is in the balcony; also, if church is full, you will help collect offering down center aisle.**

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- On a communion Sunday, remind worshippers to collect communion from trays and follow directions as noted above under duties to collect communion cups after communion.
- After the service, if Bev Fox or Tom Bancroft are not in attendance, you will get the suitcase from under back table and put offering into it. Take it to the Robing Room and set it at desk. Use key in Consistory President's mailbox to open and lock Robing Room remembering to RETURN KEY to mailbox.
- **After Late Service Upper Narthex Greeter helps Liturgist take all altar flowers to outside Roberts Church Office entrance. Please wear gloves when touching flower vases. Gloves under pulpit. Same 2 people take down hymn numbers and put them in boxes located under pulpit or on Amen pews. Wipe down offering plates with cloth under pulpit and cover paraments with coverings located on Amen pews.**

Roberts Church Office Position:

- Assist worshippers with doors and elevator.
- **Close door to sanctuary at the steps by the Robing Room.**
- **After worship service return to this position to assist with elevator and doors.**
- **Before the offertory begins, go to back of church [Upper Narthex] You will be collecting offering side aisle [towards parking lot]. For additional instructions, proceed as noted above under duties.**
- Follow directions as noted above under duties to collect communion cups after communion.

Upstairs Elevator Position:

- Assist worshippers with elevator.
- On a communion Sunday, remind worshippers to collect communion from trays and follow directions as noted above under duties to collect communion cups after communion.
- **To collect offering, remain at the entrance to the sanctuary until the other 2 or 3 ushers come forward and then collect offering on that side aisle. For additional instructions, proceed as noted above under duties.**

Park Service 9:00 A.M.

3 Stations:

1. Next to stage – toward Third Street
2. Next to stage – toward townhomes
3. Upper part of bandshell – toward refreshment stand at center aisle

Duties:

- Be at station by 8:30 – 8:35 A.M.
- Third Street greeter take offering baskets and index card for attendance to back table.
- Greet folks as they arrive.
- Assist with directions and information.
- Hand out bulletins and elements on Communion Sundays.

Offering Collection:

- Center aisle greeter [position upper part of bandshell], count worshippers and write on index card. Place in offering basket.
- All greeters meet at top of center aisle. Walk down together and begin collecting from front to back.

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- Side greeters collect on sides, center aisle greeter collects center aisle and from folks in lawn chairs.
- All meet at top of center aisle and walk down to front when offertory music begins and give baskets to pastor. Pastor will signal when you should return to your seats.
- At the end of the service, make sure all communion cups or left over bulletins and trash are collected from benches and grounds.
- If Bev Fox or Tom Bancroft are not in attendance, Center Isle Greeter put offering and attendance card in suitcase and follow procedure under last item of Upper Narthex Greeter duties.
- Be of assistance to Altar Guild person in returning items, and flowers from park to sanctuary.

In event services are cancelled and move from Park to Sanctuary following greeter/usher positions automatically are adjusted as follows:

- Next to Stage toward Third Street position changes to Narthex & Upper Narthex. Follow normal duties for Lower Narthex position. Move to Upper Narthex position when church services start and complete duties of that position. Collect offering in center aisle of sanctuary.
- Next to stage toward townhouses position changes to elevator.
- Upper part of bandshell position changes to Roberts Church Office.

Liturgist Duties

- Check bulletin on Thursday, prior to your reading date, to review scripture readings. Generally, you read the Call to Worship, scripture from Old Testament, and/or lead Affirmation of Faith. Check with Pastor, prior to service to finalize your duties.
- Liturgist is also acolyte. Get candlelighter outside of sanctuary by elevator. Light it when you hear the beginning music prelude. Proceed into chancel. If you are lighting large Christ Candle, light that first. Then light altar candles left to right. Hang lighter on hooks inside chancel. REMINDER when extinguishing push wick back out of lighter.
- Sit in Amen pew or pew close to the front, for easy access to lectern and candlelighter.
- At the second to last verse of final hymn, enter chancel, get lighter, and light it from the large Christ Candle, if it has been lit, and extinguish that candle first. If Christ Candle has not been lit, light lighter from right candle first and extinguish left candle first then right candle pausing between each one. Walk lit candlelighter out of sanctuary. You can go down the center aisle or out the side entrance. You should try to get this done by the end of the final hymn.
- **At the end of the late service, Liturgist with help of Upper Narthex greeter, will take all altar flowers to outside Roberts Church Office entrance. Please wear gloves when touching flower vases. Gloves under pulpit. Same two people, take down hymn numbers and put them in boxes under pulpit or on Amen pews. Wipe down offering plates with cloth under pulpit and cover paraments with coverings located on Amen pews.**
- **In event Pastor Dave is playing the piano for the Offertory Response, the Liturgist will collect the offering plates from the ushers, place them on the altar and nod to dismiss the ushers.**

12/2024