



Worship Service Coordinator

11:00

Thank you for serving as Worship Service Coordinator at TPC. These guidelines will explain your responsibilities. The Worship Service Coordinator serves all functions of the Usher/Greeters, noted below, supervising them to make certain all tasks are completed. The Coordinator's additional duties are listed first.

Coordinator:

- Arrive early. Make certain the sanctuary is tidy.
- Review the order of service and check to make sure flowers, paraments, special items which might be needed for the service (baptismal font, kneeler, hand held microphones, etc.) are available and correctly placed.
- Check with people who are participating in the service (liturgist, Advent Readers, etc.) to make certain they have what they need and know what they need to do).
- Tidy and restock the hymnals, Bibles, prayer requests, offering envelopes, pencils and sign in sheets.
- Recruit additional ushers and/or service participants as needed.
- Check to make certain someone is scheduled to lead children's time. If no one is available, inform the pastor so he/she can announce that to the congregation. Make certain children are safely directed to the classroom for children's time. Retrieve the children, so they can join their parents, at the appropriate time, generally at the end of the sermon or during the affirmation of faith. (If children come into the narthex during the prayers of the people, they should be held there until the prayers have been completed).
- During the service, attend to any needs of the congregation or participants in the service. Be aware of what is going on both inside and outside the sanctuary in order to attend to any special circumstances.
- At the end of the service, make certain that the ushers have collected the sign-in sheets that the sanctuary, narthex and breezeway are tidy, that the thermostats have been adjusted and that the doors are closed.

Usher/Greeters:

Before the Service

- Arrive 20-30 minutes before the service begins. Remember your nametag!
- Look over the sanctuary, making sure it is tidy and ensure there are red fellowship books on each pew.
- Open doors to the sanctuary and outside doors (weather permitting).
- Greet worshipers and distribute bulletins.
- Introduce yourselves to guests, offer welcome brochures and direct them to the guest register.
- Inform guests and members of the nursery and offer children worship activity bags as needed.
- Assist worshipers in finding a seat as needed.
- Assist people with walkers, wheelchairs, assistive listening devices, etc., as needed.
- Five minutes before the service begins, assist acolytes with candle lighters. If there are no acolytes, ushers should light the candles.
- Just before the service begins, one usher should go to the nursery to count the adults and children present and record the numbers on the attendance sheet in the narthex.

During the Service

- Close all doors when prelude begins.
- Hold late arrivals in the narthex during prayer and scripture readings.
- One usher should stay in the narthex for the first 10-15 minutes of the service to greet latecomers.
- Sit in the pew at the back of the church to assist those entering and exiting during the service.
- Count the number of worshipers attending the service. All persons should be counted, including children, as well as people participating in and assisting with the worship service.

Offering

- At the traditional service, four ushers are needed to collect the offering: two in the center aisle and one on each of the side aisles. At the contemporary service, two ushers are needed.
- The liturgist or person assigned to do “A Moment for Giving” will ask ushers to come forward; however, ushers should wait until the offertory music begins.
- Receive the offering. Try to stay together as you proceed down the rows.

- At the contemporary service, ushers will take the offering back to the narthex and secure it during the remainder of the service.
- At the traditional service, two ushers will come forward during the Doxology with offering plates and food basket. Ushers will stand facing the liturgist. The pastor and liturgist will receive both food and offering and the liturgist will give the prayer of dedication. At that point, ushers will return to the narthex. On Communion Sundays, the offertory plates and the food are taken back to the narthex and the offering is secured during the remainder of the service.

End of service

- During the last verse of the last hymn, the acolytes should be sent down to extinguish the candles. Remind the ushers that the candles should be extinguished after the benediction and that the acolytes should follow the pastor and liturgist (with the flame) from the candles to the narthex.
- Open doors to the sanctuary and exterior doors at the end of the benediction.
- On Communion Sunday, assist the Worship Committee as needed.
- At the end of the 11 a.m. service, collect the top sheets from the fellowship books and tidy the sanctuary; place the food donation trolley in the narthex; adjust all four thermostats to 78 degrees, and to “auto”; shut down the narthex computer; and close the front exit doors. Do not lock the doors if Bansok Church is meeting.

Revised August, 2016