

## Greeter-Usher Job Description

A Hospitality Ministry of Joy Lutheran Church  
whose mission is to Experience Faith, Know Love, and Share Joy.

Joy Lutheran Church invites and welcomes all people to come and see, hear, and experience the good news of Jesus Christ among us and with us. To mean this welcome, our actions must show this welcome. One way we accomplish this is through the ministry of greeters and ushers.

### **How to Greet and Usher:**

**Step 1:** show up. Please arrive by 9:15 am and make sure the doors are open, hall lights are on, and check with Pastor to see if there are any special instructions for that particular worship service.

**Pro-tip:** Faithful families and some others arrive early (9:15-ish) and appreciate your warm welcome.

**Step 2:** Greet people as they enter with an enthusiastic “Good morning!” “Hello!” “Good to see you!”

Hand out bulletins.

Answer any questions about the worship service that folks may have.

Assist anyone who may need help: finding the restroom, coat rack, sermon notes, busy bags for children, etc.

**Step 3:** Count worshipers, including adults, children, and Pastor, musicians, and so on. Enter the count on the sheet located on the table in the Narthex by the visitor guest book.

**Pro-tip:** It is best to count after the first hymn when the congregation is seated.

**Step 4:** Bring up offering plate before offering prayer. Watch Pastor to indicate time to come forward.

**Step 5:** When ushering for communion please start in the front on the pulpit side. This is on your left when facing the altar.

**Step 6:** After dismissal, please stand by ushers table or narthex doors in case any worshipers need help of any kind or have questions.

**Pro-tip:** Greet people as they leave saying “See you next week” or “See you soon” or “It was so good to worship together this morning.”

**Step 7:** After worship, please take a walk-thru of the sanctuary and straighten up the pews, collect any trash and see that the sanctuary is in good order.

*Thank you for your ministry of hospitality and serving as an Usher/Greeter.*