



Hosts/Ushers

Two Shifts

9:00 Worship (Early) Shift: 8:45-10:05
10:30 Worship (Later) Shift: 10:15-11:35

Upon Arrival

- Put on a nametag from nametag table. If you are comfortable, adding your pronouns helps others feel comfortable doing it too.
- Host lanyards (green), bulletins and the attendance sheet will be on the shelves to the left of the Worship Center doors. Please wear a lanyard to identify yourself as a Host.

Greeting

Please greet *everyone* and especially talk with visitors. Make a note of their names if possible. Point out the Welcome Desk and invite them to take brochures and a welcome gift.

At Worship Center Doors

- Please hand a bulletin to each person or family as they enter.
- Invite those in wheelchairs to sit in areas that most effectively serve them and their companions (there are some cutouts in back and chairs up front that can be moved).
- Devices for the hearing impaired are available from a sound tech.
- *WAIT to close worship center doors until 5-7 minutes AFTER worship has started.* Guests usually arrive late and we want to make sure the doors are open and they are greeted.

Kids

- Direct any families with children to the activity shelves to the right of the doors. Also point out the play area in the back right-hand side of the Worship Center.
- 9 am—**Elementary and Preschool** kids all sign-in table to the right of the doors. Children will sit with their families until Christy leads them to Grove Kids.
- 10:30 am—Parents of **Preschoolers** should go to Room 102 to sign kids in before worship. **Elementary** kids sign-in table to the right of the doors. Elementary will sit with their families until Christy leads them to Grove Kids.

Hosts/Ushers, cont'



During Worship

- Hosts should sit inside the doors for 10 minutes, keeping an eye out for late comers and opening the door for them. If necessary, help late comers find a seat.
- Make sure the main office door is closed.

Offering

- Offering is collected using 2 or 3 baskets. Take baskets down the left and right aisles. Hand the baskets to the nearest person—the congregation will be responsible for passing them down and back. Help anyone who doesn't know what to do with a basket. Pick them up at the back.
- In the Commons, separate the offering from the attendance inserts. Inserts go to main office; offering goes to safe. The safe is located in the Electric Closet immediately to the right of the Worship Center doors. If the door is locked, the pastors, Carey Erkel, Jill Easton, and Dick Hansen have keys. Put the offering in a bank bag or envelope and place it in the safe.

Attendance

- The yellow attendance sheet is on the host table to the left. You fill it out by:
- After the children leave, count the number of people in the Worship Center. Include the pastors, musicians, tech crew and yourselves.
- Go to room 100 and room 102, count the adults and kids.
- Go to the Nursery, count the Attendant and any children in the nursery.