

MINISTRY OF WELCOME

Guidelines

- Arrive 40 minutes prior to the beginning of the service.
- Open doors/turn on lights.
- Check to see that the appearance of the Sanctuary and the Foyer is welcoming eg. pews tidy, dead flowers removed, books tidy and chairs straightened etc., tables tidy and outdated materials removed
- Assist with opening the door, passing out bulletins and welcoming everyone warmly.
- Usher guests. Usher people if the sanctuary is near capacity or if the service has started. To usher someone to a seat: Ask if they have a preference about where to sit; ask them to please follow you; step back as they enter the seat. If the service has begun, seat people at an appropriate point (eg., not during a Prayer).
- Remain at entrance until after the opening Prayer (to assist latecomers).
- During the service, sit in the 'Usher's Chair' (just inside the sanctuary door). Be aware of anyone needing assistance during the service (Minister, members of the congregation, someone coming in from outside).
- During the last hymn, go to the exit and open the door.
- Encourage guests and/or those attending for the first time to sign the guest book and give them one of the SPC Visitor Cards (on the guest book table).
- Invite Guests to fellowship time after the service (if there is one). If guests have children, make them aware of Church School activities and/or Nursery availability; offer the children Pew Paks in the summer. Also, introduce them to the Minister if there is opportunity.
- Be available following worship to chat with members of the congregation as they leave---answer questions, thank them for coming, wish them a good week etc.
- Tidy the pews after the service.