

The Duties of a Usher/Greeter

7:30 a.m. –Worship Service

- Arrive by 7:15 a.m. to help set up welcome table: Gather name tags, worship bulletins and any other necessary supplies. Wear name tag.
- Greet arriving members and guests while handing out worship bulletins. Search out people you don't know.
- Introduce yourself, and ask if there is anything you can do for them.
- Invite newcomers to sign the guest book to get on the mailing list.
- After service starts, sit near the entrance to give Order of Service to latecomers.
- At the end of service, seek out people who identified themselves as visitors and thank them for visiting with us

10:30 a.m. – Worship Service

- Arrive by 10:15 a.m. to help set up: Gather name tags, worship bulletins and any other necessary supplies. Wear name tag.
- Greet arriving members and guests while handing out worship bulletins. Search out people you don't know.
- Introduce yourself, and ask if there is anything you can do for them.
- Invite newcomers to sign the guest book to get on the mailing list.
- After service starts, sit near the entrance to give Order of Service to latecomers.

- At the end of service, seek out people who identified themselves as visitors and thank them for visiting with us
- Place welcome table back inside and return name tags and supplies to the closet.

Usher/Greeters Ministry Leaders

The Church Ushers/Greeters are a part of the Church Security Team led by our Security Director. As such, security training will be provided periodically. The Head Usher leads the team by (1) recruiting team members, (2) creating the schedule of assignments, (3) ensuring that teams have the necessary supplies to accomplish the task. The Greeter Coordinator will ensure all the responsibilities of the greeters are carried out.

Leader	Position
Jay Diaz	Security Director Phone: (619) 905-3944
Ed Hobbs	Head Usher Phone: (619) 328-0057



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Usher/Greeter Ministry

Meridian's First Impression



Serving the Meridian Community Joyfully!



"For a day in thy courts is better than a thousand. I had rather be a doorkeeper in the house of my God, than to dwell in the tents of wickedness."

Psalms 84:10

USHERS/GREETER'S MINISTRY

The Ushers/Greeters are the first face most guests to Meridian encounter. As such, this ministry is very important to the life of the church. The Ushers/Greeters Ministry gives a friendly and courteous welcome to guests and Meridian church family as they enter the sanctuary for worship. We currently have three worship services on Sundays at 7:30a.m., 10:30 a.m. and 6:30 p.m. We also have a mid-week prayer service on Wednesday at 6:30 p.m.

Mission Statement/ Purpose

(1) To offer a friendly and courteous welcome to guests and congregation members as they enter the sanctuary to participate in the worship service. (2) To ensure accommodations for visitors in designated parking area, (3) to assist visitors with questions about Meridian's children's church or preschool classes, (4) to provide follow up on requested information to visitors.

What to expect

Participation with a group of Christians dedicated and committed to serve as ushers/greeters. The opportunity to perform greeter duties during the Sunday worship services, Monday follow up contacts, Wednesday evening Bible Study and other special church programs. Assist with visitor package assembly as well as passing out to visitors after service. Participation in meetings for planning. Training to perform the duties from established ministry members.

What is required?

- Dedication and commitment to perform the assigned duties of a usher/greeter

- Courteous, Christian attitude
- Timeliness to perform the duties
- The ability to perform as a team player
- Participation in any programs planned by the ministry
- Assistance to recruit new persons for the ministry

Areas for volunteer participation

- **Parking lot attendants** - to assist guests with parking and directions to buildings.
- **Ushers/Greeters** – to serve at points of entrance to greet visitors and members.
- **Follow-up Teams** – to assist the Sunday School with weekly FAITH follow-up visits and calls to visitors.



The Importance of the Usher/Greeter

The Usher/Greeters Ministry at Meridian Baptist Church prayerfully promotes an atmosphere where all those entering the church will feel welcomed. We perform a major role in ensuring that people see and experience love and acceptance from the moment they walk in the door. A few helpful tips will assist anyone who decides to work in the ministry;

1. **Embracing newcomers** - When you notice unknown guests, introduce yourself first, extend a welcome, and then ask for the visitors' names. Lead visitors to our Welcome

Center and urge them to complete registration cards. It is especially important that you make a record of each visitor as this is an important source of new members when properly followed up. Show them to a seat or help them find Children's Church or Preschool classrooms if they need assistance.



2. **Take an interest in people** - We depend on our greeters to make the Meridian experience more personal, and to be the first to exhibit the love of Jesus Christ. A warm, loving and sincere greeting is the first stage in setting the atmosphere for worship, and a critical stage in exhibiting the family-like feeling that is so important to Christian fellowship.
3. **Listen for deeper needs** - People come to church both with every day needs (acceptance, day care, employment, friendships) and burdened with hurts, disappointments and personal crises. As you have opportunity, steer people to those in the church family to whom they can turn for help—the pastor, ministry leaders, commitment counselors, church administrators etc.
4. **Distribute materials** - The role of a greeter has more to do with relationships than mechanical aspects like handing out bulletins & flyers. At the same time, making sure people are informed is also important! Providing visitors with a welcome packet, weekly announcements and other materials that help them understand the culture at Meridian helps people envision themselves as a part of our church and quickly shows them where they may be helped or be of some help.

