

## USHERS/GREETERS Decemer 2017

Thank you for your important support for our Ionia Presbyterian Church as an Usher/Greeter. If the scheduled date is inconvenient, call Church office (616) 527-2320 as soon as possible. We will send you a reminder.

1. **Please be at the church by 9:30a.m.** Unlock the two front doors and turn on the sanctuary lights. **Following the service and fellowship turn off all lights and make sure all doors are locked.**
2. Act as a Greeter to welcome worshipers, hand out bulletins, and Usher them to the pew of their choice.
3. **The lead usher will count and record the attendance, adults and children, on the clipboard in the main Narthex.**
4. Following the Lord's Prayer, 3 or 4 ushers meet at the back of the church and then proceed to the front of the sanctuary. There are three offering plates (one for each side aisle and one for the middle aisle). Please face the congregation while passing the plates.
5. During the Doxology two Ushers shall bring the offering plates forward. The ushers shall hand the plates to the minister, **remain standing by the Communion Table until the Liturgist gives the offertory prayer** and then return to their pews.
6. Following the service remove attendance sheets from red pew books (place on office desk), recycle loose bulletins, replace hymnals and return children's packs to the entrance table at the rear of the sanctuary.
7. After the Communion service dispose of communion cups.

December 3	Lavonna and David Hoover, Marilyn McKay
December 10	Lee Hunsberger, Megan Ransom, Barb Klenk
December 17	Perry and Margaret Gregory, Bill Robinson
December 24	Marcia and Ernie Ross, Norma Kilpatrick
December 31	Warren and Sue Thompson, Keith Sterner