

New Goshenhoppen

United Church of Christ

Guidelines for Church Leaders, Greeters, & Ushers



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What is Expected of Our Church Leaders

In a congregationally governed church, lay leadership shapes the direction and quality of communal church life. The congregation selects its own members to serve in leadership capacities. Members “take turns” in serving the whole church in specific ways. The following are minimal expectations of what good church leaders do.

Congregational Attendance

A good church leader must be present with the congregation when it gathers. Church leaders should be present at Sunday morning worship, regularly called and special congregational meetings, and church fellowship events. Presence is one of the requirements of church leaders. You cannot be part of a community, much less a leader, when you are absent.

Financial Support

The congregation depends on the generosity of its members for its structural support and covenant fulfillments. We teach proportional giving or tithing which is a fixed percentage of your income, donated exclusively to the church. In proportionate formula, the church prospers when you do; it receives less when you receive less. Your personal stewardship is essential to the welfare of the church you lead.

Responsible Performance

This is a volunteer organization. The volunteer leaders set the tone of the organization. Church leaders are expected to know what their duties are, to think about them with compassionate imaginations, to attend scheduled meetings, and to inform others when you cannot be present.

Personal Growth

One of the privileges of serving the church is your own opportunity to grow as a Christian. You will come to see the larger dimensions and full scope of your church. You will come to understand why we do what we do and what the needs of the church are. You are encouraged to ask questions about that which you do not understand.

What Church Leaders Expect from their Church

Serving your church is not without its personal rewards. Those who have been chosen for leadership in a church have the right to expect some satisfactions from their efforts.

Importance

You have the right to expect that what you do is important. When you consider the important mission of your church you realize that the church is not like any other organization of which you are a part. The church's mission is complex and comprehensive, touching many lives in many different ways. Your contribution is essential to the total performance of the church. You never waste your time when you see the large scope of what we are trying to accomplish.

Fellowship

Church leadership is always collective, never solo. You will be part of a group that works together. Take the time and make it a purpose to come to know the others with whom you serve. You will do that best when you open your own self to the group. You will make friends with persons of differing ages, or understandings, or hopes. These can be resources for your own growth. Further, the people you meet in service are people you will know when the church gathers in other contexts.

Skill Development

Many musicians credit the church with where they first learned to perform in public. Similarly, many organizations benefit from people who learned how to accomplish things through church leadership. Often, employees of 'for-profit' organizations need to learn how 'not-for-profit' organizations function. Procedures are different when the bottom line is not financial gain but compassionate services.

Duties of Consistory Members

Elders

- Elders are part of the Church and Ministry Committee. It generally meets at 6:30 PM on the fourth Monday of the month in the Roberts Room prior to Consistory Meetings. Occasionally, Church and Ministry holds special meetings.
- Elders alternate in leading the devotions and taking minutes for Church and Ministry meetings as scheduled. If you are unable to attend a meeting for which you have an assignment, please arrange for a substitute. Minutes should be sent to consistory@newgoshucc.org in time for the monthly Consistory report.
- Elders are the spiritual support system for the Senior Pastor.
- Greet at 10:30 AM service and/or as assigned. Please try to arrive 30 minutes prior to the service time. Wear your name tag. A schedule for the year is distributed at the December or January Church and Ministry Meeting. If you need to switch with someone, please let the office know by Wednesday of that week so the secretary can include the correct information in the bulletin.
- Elders assist at communion services bringing in the elements and helping distribute elements for intinction. There are times when an Elder might also be needed to assist in the chancel area. Communion needs are reviewed and assigned at monthly Church and Ministry meetings.
- Greeter 2 delivers flowers as designated by the office. Cards for delivery are located in a pocket on the wall in the robing room. The card indicates the receiver, the address, and telephone number as well as which flowers are to be delivered. Flowers can be delivered Sunday or early in the week. If you are unable to deliver flowers, please arrange with fellow elders for assistance.
- Assist at baptisms. Make sure items (shell and pouch, baby blanket, candle box, and certificates) are located on the front pew or railing and the water pitcher is filled and on the altar. Place candle in holder and label candle box. Altar Guild usually gets things set up early. Check and make sure things are set up prior to service. During baptism, the elder usually hands out the shell, blanket, and the certificate. After the service, place candle in box and give to the family, empty the water, place pitcher and candle holder under altar. Move baptismal font back inside the chancel rail.
- Elders may also assist in doing home communions.
- Elders will greet and assist guest and supply pastors.
- The Senior Pastor attends this meeting.

Deacons

- Deacons are part of the Church Life Committee. They generally meet at 7:00 PM on the fourth Monday of the month in the Confirmation Room prior to Consistory Meetings.
- The purpose of this meeting is to discuss items relating to communion and ushering, as well as other items concerning mission and church life.
- Deacons are the core group for ushering and serving communion.
- They take the prime responsibility for preparing the elements for pew communion and intinction.
- The Associate Pastor attends this meeting.

Trustees

- Trustees are a part of the property, park, and cemetery committees.
- They meet at 7:00 PM the first Wednesday of the month.
- They are responsible for the care of the property of the congregation.

Regular and Special Church Services

Overview

A greeter or usher is usually the first person the worshipers meet when they come upstairs to enter the Sanctuary and have a vital part in the worship service. Pastors lead the flock, but greeters & ushers direct the congregation. **You** set the mood and spirit for those who have come to worship. If you recognize a worshiper, smile and nod, shake their hand. A friendly smile or a cordial greeting will invite people to return to our church. After the service, greeters & ushers are encouraged to attend the coffee hour in the Library where they can reach out to persons they don't know.

Greeters & ushers should always move in an easy and unhurried manner, speaking softly and respectfully to foster an atmosphere of worship. Ushers should always lead the worshiper; never follow, when directing them to a particular pew. Once at the pew, the usher should wait there until the worshipers are seated. Whenever possible, usher worshipers to pews at the front of the Sanctuary. It is easier to seat latecomers in the back. When giving directions, ushers always "suggest" a direction to the worshiper, they never "tell" and never argue or become irritated with the worshiper.

Greeters and ushers should arrive at church at least 30 minutes before the service begins to greet worshipers and hand out bulletins. Your promptness is important to minimize confusion and allows others to attend to their appropriate duties.

General Ushering/Greeting Guidelines

Before the Service

Greeter & usher names are listed in the bulletin in their assigned order (first name listed under ushers is Usher 1, second name listed is Usher 2, etc.). When switching assigned Sunday or order, contact the Church office by the Wednesday before the service so names can be listed correctly.

Remember to wear your name badge.

Recording of the church service is not an ushering responsibility; however, all ushers should be familiar with the operation of the recording equipment, microphones, and speaker system.

Ushers 3 and 4 operate the chair lift as needed using the buttons located at the top and bottom of the stairs.

Greeters and ushers should inform parents bringing small children to the service of the availability of a nursery. This is especially important for new members or guests who are not familiar with our church. The nursery is located on the lower level near the breezeway. It is unattended.

The center aisle pews in the Sanctuary can comfortably seat 6 adults. The side aisle pews can comfortably seat 4 adults (except for the pew near the radiator which can only seat 3). The balcony pews can seat 10 adults. If pew overcrowding is observed, ushers should suggest one or two worshipers move to a specified pew, and usher them accordingly. The shortened pew area is available for people with wheelchairs and walkers.

All greeters and ushers should be mindful of the special concerns of persons with disabilities.

In case of an emergency, dial 911. A telephone is located downstairs in the Social Room. If a Health Care Provider is present they can assist. It is important that all ushers periodically scan the Sanctuary for emergencies, etc.

Service Guidelines

Before the Service

Greeter 1 is the duty of an assigned Elder during the second service.

Greeter 2 greets on the 1st floor of the elevator entrance and assists people getting into the elevator as appropriate.

Usher 1's duties are as follows:

- Usher 1 is lead usher for the day and directs the activities of the other ushers.
- Usher 1 should be aware of any requirements for reserved seating and for whom seats are reserved (Baptism Families or other events as specified). This information should be passed to the other ushers on duty along with any special instructions. When in doubt, check with the ministers.
- Usher 1 should place extra bulletins on the Literature Table in case a worshiper does not receive one downstairs. Large print bulletins are usually located on this table.
- Usher 1 should also make sure an acolyte, call to worship leader, and scripture reader are present. If not, please find someone to fulfill each of these duties.
- Usher 1 should verify that the correct number of plates are up front. There should be 4 plates when the balconies are closed (typical service) and 6 if the balconies are being used (special service).
- Usher 1 should check for proper ventilation and complete an attendance card. Place a fresh glass of water on the shelf of the pulpit.
- Usher 1 should place "Closed" signs at the foot of the balcony stairs to indicate that the balconies are closed (unless a special service is being held where extra seating is needed – Easter, Christmas).
- During the early service, Usher 1 ensures that special floral arrangements are placed according to the listing in the bulletin. Normally, an identification card will be with each flower arrangement.

Usher 2's duties are as follows:

- Usher 2 will oversee the church sanctuary entrance coming from the elevator. Before the service, make sure the 2nd floor door to the sanctuary is propped open. Help seat persons entering from the 2nd floor of the connector building.
- Usher 2 serves as greeter on the 2nd floor and distributes bulletins to those entering directly from the Christian Ed building. Usher 2 also assists individuals coming off the elevator as needed.
- Usher 2 hands upstairs prayer request book to Pastor during the opening hymn.

Usher 3 and 4's duties are as follows:

- Usher 3 hand downstairs prayer request book to Pastor during the opening hymn.
- Usher 3 operates the chair lift from the bottom of the stairs in conjunction with usher 4 who is upstairs.
- Greeter 1 is the duty of usher 3 during the early service. Usher 3 will also greet whenever a greeter is not present.

Usher 5's duties are as follows:

- Usher 5 will place an offering plate and some bulletins in the Memorial Parlor.
- Usher 5 will serve as greeter at the main staircases to the church until shortly before the service begins (when announcements are being read).
- Usher 5 will then go to the parlor to assist worshipers as needed.

If an usher 6 is on duty (during 2nd service or at special services), they should be upstairs to oversee the seating of and assistance to worshipers.

During the Service

Usher 1 sits at the Literature Table or last pew, oversees the Sanctuary, and controls any loud talking or noises, which may disrupt the service. During the late service, shortly after the service begins Usher 1 proceeds to the Infant and Preschool Nurseries to collect offering and count attendance. Upon returning, Usher 1 counts the members of all Choirs participating in the service.

Usher 2 sits at the front of the church, adjacent to the elevator entrance and assists people using this entrance as needed. The door to the sanctuary leading to the elevator should remain open.

Usher 5 (if needed) collects offering in the parlor, then proceeds upstairs to oversee the Narthex during the Offertory.

Offertory Responsibilities

Ushers should proceed to the Chancel to receive Offertory plates as directed by the Pastors.

Ushers will count the worshipers they collect from in their assigned area (plus themselves) and report total to Usher 1 before offering is brought to the Chancel.

Yellow Visitor cards are given to Usher 1 to be handed to the pastor separate from the offering.

Usher 1 gives yellow Visitor cards to the preaching pastor following the Lord's Prayer after the offering is received. This will give the pastor additional time to review the names before greeting visitors after the service.

Ushers collect offering from the front of the Sanctuary and work to the back. Usher offertory responsibilities are as follows (also shown in Figures 1 and 2):

Usher	Responsibility
1	Collects offering on left side of Sanctuary and counts worshipers collected from.
2	Collects offering on right side of Sanctuary and counts worshipers collected from. Turns on Offertory signal light when ushers are ready to bring offering to the Chancel. Turns Offertory signal light off when returning from Chancel.
3	Collects offering on left side of center aisle in Sanctuary and counts worshipers collected from.
4	Collects offering on right side of center aisle in Sanctuary and counts worshipers collected from.
5	Balconies Closed: Collects and counts worshipers in Memorial Parlor and proceeds upstairs. Oversees Offertory suitcase in Narthex and then returns to Parlor when other ushers return from Chancel. Balconies Open: Collects offering on left side of balcony in Sanctuary and counts worshipers collected from.
	Note: Usher 5 also collects offering from Memorial Parlor prior to offering.
6	Balconies Open: Collects offering on right side of balcony in Sanctuary and counts worshipers collected from.

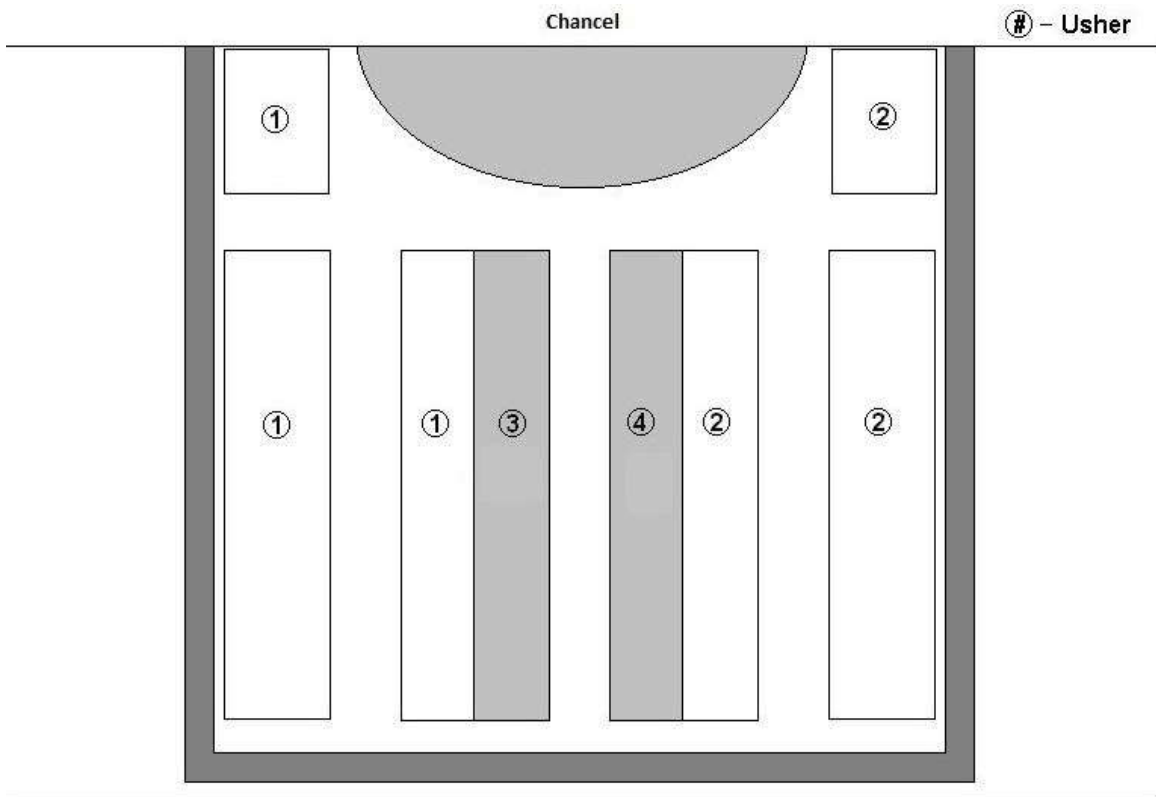


Figure 1; Offertory Responsibilities – Balconies Closed

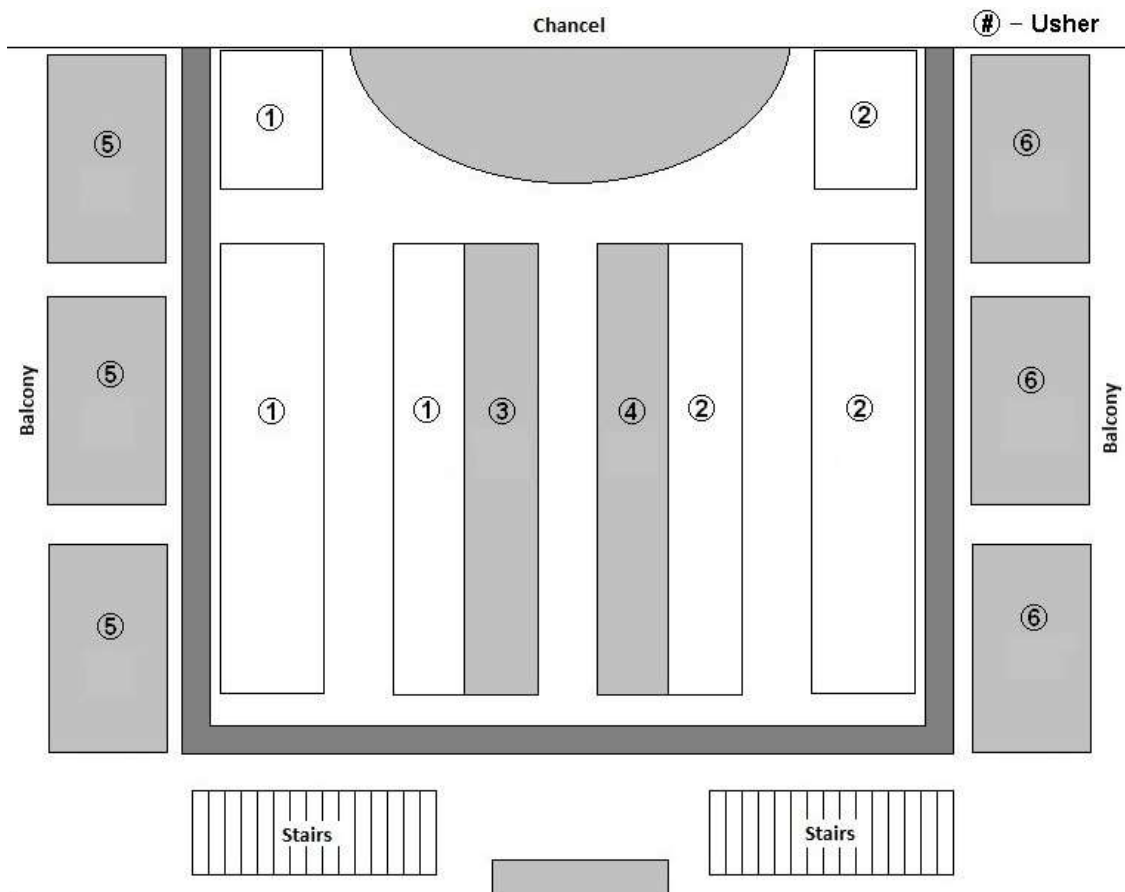


Figure 2; Offertory Responsibilities – Balconies Open

After the Service

Ushers 1 and 2 will go to the Chancel and empty the offering plates into the offering suitcase. In preparation for the late service they will then:

- Wipe the brass offering plates.
- Add/remove hymn numbers to/from the hymn board.
- After early service:
 - Place reserved pew signs where required for late service.
 - Check ventilation. Throughout the year, when air conditioning is not being used, the balcony windows should be opened for 5 to 10 minutes to allow fresh air to circulate in the Sanctuary. During hot weather when air-conditioning is not being used, check that all appropriate windows are opened.
- Ensure Offertory signal light is off.
- Take suitcase (found under table in Narthex) with collection offering to office and place in closet.

Ushers 3 and 4 should operate the chair lift. The usher at the top of the stairway will assist with handout distribution as required.

Special Service Guidelines

Baptismal Service

Baptisms are usually scheduled during the Late service. Usher 1 is responsible for ushering parents, spouses, and family members to the reserved pews on the right side of the Sanctuary.

Palm Sunday

Palm Sunday requires ushers to help distribute the palms at the Early service.

Mother's Day

Ushers assist with handing out flowers.

Health Care Equipment

Equipment	Locations of Equipment
Stair Chair (1)	Upstairs by Choir loft behind door into Sanctuary.
First Aid Kit (3)	Church: Outside the Sanctuary door to the elevator in the closet. Education Building: Kitchen near hallway door Park: Dining Hall kitchen (during season).

Communion Services

At the present time there are two Communion services held at New Goshenhoppen; Standard Pew Communion and Communion by Intinction. In the Standard service the congregation is served the elements by Consistory while they are seated in their pews. During the Chancel service, the congregation comes forward to receive the elements at the altar.

Element Preparation

The preparation of the bread and wine elements for Communion services usually takes place the day before the service is to be held and is done by Consistory members (spouses may help). On the day of the service, only those Consistory members not assigned as ushers will be available to assist with bread and wine duties.

Standard Pew Communion (bread)

- For normal Sunday services - 8 wine & bread trays are prepared. Additionally 1 silver plate with a roll is prepared.
- The electric knife and trays are stored in the closet in the small room up the stairs located next to the Choir room.
- Using square loaves is suggested. Remove crusts.
- Precut the Kaiser roll $\frac{3}{4}$ way through the roll.
- Store rolls in a plastic bag on the silver plate. Place it on the tray and store with wine in the Narthex. Remove roll from bag before service.
- Place a small amount of cut bread in a plastic bag and a small container of wine, store in the refrigerator for pastor visitation communions.
- Make sure gluten free wafers are available for all services.

Communion by Intinction (bread)

- Cut pita or flatbread into small squares and place in the two large and one small wooden bowls located in the robing room.
- Make sure there is a small glass container of the gluten free wafers.
- Place all containers on the altar.
- Make sure a Kaiser type roll is placed in the Narthex on the pewter plate.

Standard Pew Communion (wine)

- Preparation materials are in the robing room off the social room.
- Use a cart from the kitchen to gather the materials and return to the kitchen or the Social Room to prepare the wine.
- You will need eight 8 (10 for special services) wine trays and two covers, the plastic tub with the preparation materials, and the wine, a bottle of white grape juice, the flagon and one chalice.

- In the plastic tub, there are two white funnels with a push button stop. These are used to fill the glasses with wine and grape juice. Use one for wine and another for juice. Use the two plastic glasses in the tub to sit the white funnels in to keep them sturdy.
- For the trays, the entire outside and middle rings get filled about 2/3 with wine. The remaining glasses in the inner circle get filled with the grape juice.
- Make two stacks of four trays with the cover on the top tray. Place a stack on either side of the altar with room for the bread trays in the middle.
- Fill the chalice near the top and then pour this wine into the flagon. Rinse out the chalice and dry for placement on the back part of the altar.
- Place filled flagon on the table in the Narthex.
- If you finish preparing the wine after the bread committee finishes the bread, you will have to cover the elements in the back of the sanctuary and those on the altar. The covering cloths are in the top drawer of the plastic cabinet in the robing room. The small cloth goes over the bread and flagon in the back. The larger cloth covers all the elements on the altar.

Communion by Intinction (wine)

- Fill the two chalices near the top and then pour this wine into the flagon. Rinse out the chalices and dry for placement of both on the back of the altar.
- Place filled flagon on the table in the Narthex. Cover with small communion cloth.
- Fill three trays with wine and grape juice. For the trays, the entire outside and middle rings get filled about 2/3 with wine. The remaining glasses in the inner circle get filled with the white grape juice. Place on the altar in one stack. Wine and bread should be covered with communion cloth.
- Two baskets lined with a napkin or paper towel are placed on the center aisle side of the front pews.

Communion Services Preparation

Service	# of Services	Rolls\Loaves\Trays
January	2	2 rolls, 8 trays
Easter	2	2 rolls, 10 trays
Summer Communion	2	2 rolls, 8 trays
World Wide Communion	2	2 rolls, 8 trays
Christmas Eve	3	1 roll, 12 trays (3 extra trays in Narthex) Pita two baskets (Family Service) 2 trays 2 cups

Standard Communion Service

Consistory will be seated in the Sanctuary as a group unless front pews are required due to a standing room only service. Consistory will receive Communion at the altar.

Before the Service

If unable to serve at a Communion service, contact the ushering chairperson well in advance to fill your position.

Usher 1 will reserve the first row on either side of the center aisle for the Consistory (space permitting). Consistory will relinquish their pews when no other seating is available.

While the Nurseries are normally not staffed for the Christmas Eve service they remain open for family use. As such, the person responsible for serving Communion to the Nurseries should still check to see if anyone will be taking Communion in the Nurseries.

During the Service

Ushers will collect offering in the standard manner according to their assigned position 1 - 6. Instead of proceeding from the back of the church, during standard communion ushers will proceed from their seats at the front to the chancel rail.

See Communion Procession & Line-Up instructions for Communion details as posted on the Sanctuary Doors.

After the Service

After Early service, Bread and Wine committees refill trays appropriately, empty and clean wine cups.

Consistory collects communion glasses after the service, and proceeds to the kitchen for cleanup (washing of Communion glasses). Other volunteers are welcome to assist.

Standard Communion Procession & Line-Up

There are two procession orders used to enter the Sanctuary from the Narthex during the Standard Communion services – one at the beginning of the service, and the other after distribution of the elements.

The following order of procession is used when entering the Sanctuary at the start of the service:

Left Side	Right Side
05	10
04	09
03 *(usher 5)	08 *(usher 6)
02 *(usher 3)	07 *(usher 4)
01 *(usher 1)	06 *(usher 2)

* - Indicates Ushers for Communion Service

After processing in, the Consistory will sit as shown in Figure 3.

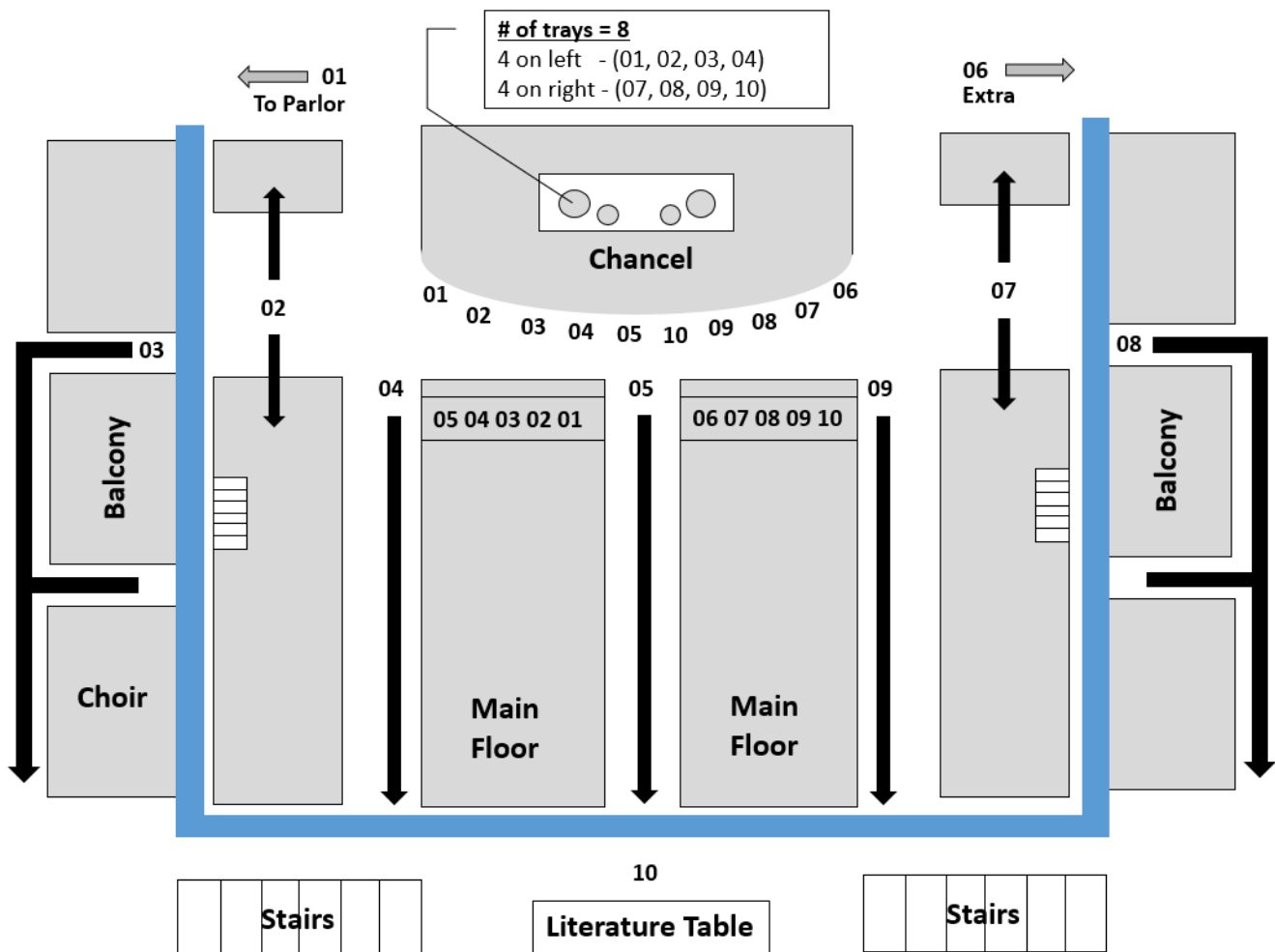


Figure 3; Seating and Communion Station Locations for Standard Communion

One person will be assigned to remain at the Literature Table (10) overseeing the Sanctuary and is responsible for counting the persons in the Choir(s) and nursery. This person will collect offering in the nurseries at the beginning of the service. During Communion this person will join the Consistory at the Chancel rail (as shown in Figure 3).

During the offering, a designated Elder will follow the ushers bringing in the offering to the Chancel. The Elder will bring forth the wine flagon and pita bread placed in the Narthex.

During the Communion service, the Consistory will proceed to the Chancel and receive Communion. The person at the Literature Table (10) will join the Consistory at the Chancel rail for Communion.

The following order of procession will be used when entering the Sanctuary after distribution of the elements (this order will be used twice – once after distributing the bread, and once after distributing the wine):

Left Side	Right Side
01 *(usher 1)	06 *(usher 2)
02 *(usher 3)	07 *(usher 4)
03 *(usher 5)	08 *(usher 6)
04	09
05	10

* - Indicates Ushers for Communion Service

After distribution of the wine, glasses should be re-arranged to the outside of the tray to insure all trays will stack properly when returned to the altar. When re-arranging wine glasses, please keep grape juice glasses in the eight center holes to avoid mixing of wine and juice.

First Sunday Communion by Intinction

On the first Sunday of each month, unless a scheduled standard “Pew Communion” service is occurring, communion will be served by intinction. The congregation will be asked to come forward to take communion at the Chancel rail.

During the presentation of offerings to the Chancel, elder #1 will bring forward the elements. The pastors will place the elements on the altar and dismiss the ushers and elder #1.

Ushers 3 and 4 and the assisting elders will move to the chancel rail to take communion. Ushers 3 and 4 will take a tray and the small bowl of bread to distribute to those needing to be served at their seats, the nursery, parlor, and the organist. Invite to take with the words -- “Body of Christ, take and eat. Blood of Christ, take and drink.”

Choir members usually come down to the Narthex area to be directed forward for intinction. Ushers 3 and 4 serve any choir members who remain upstairs.

The Elders and the Pastors move to their positions on either side of the chancel with bowls of bread, a chalice, and a tray of wine.

Ushers 1 and 2 are the last to commune.

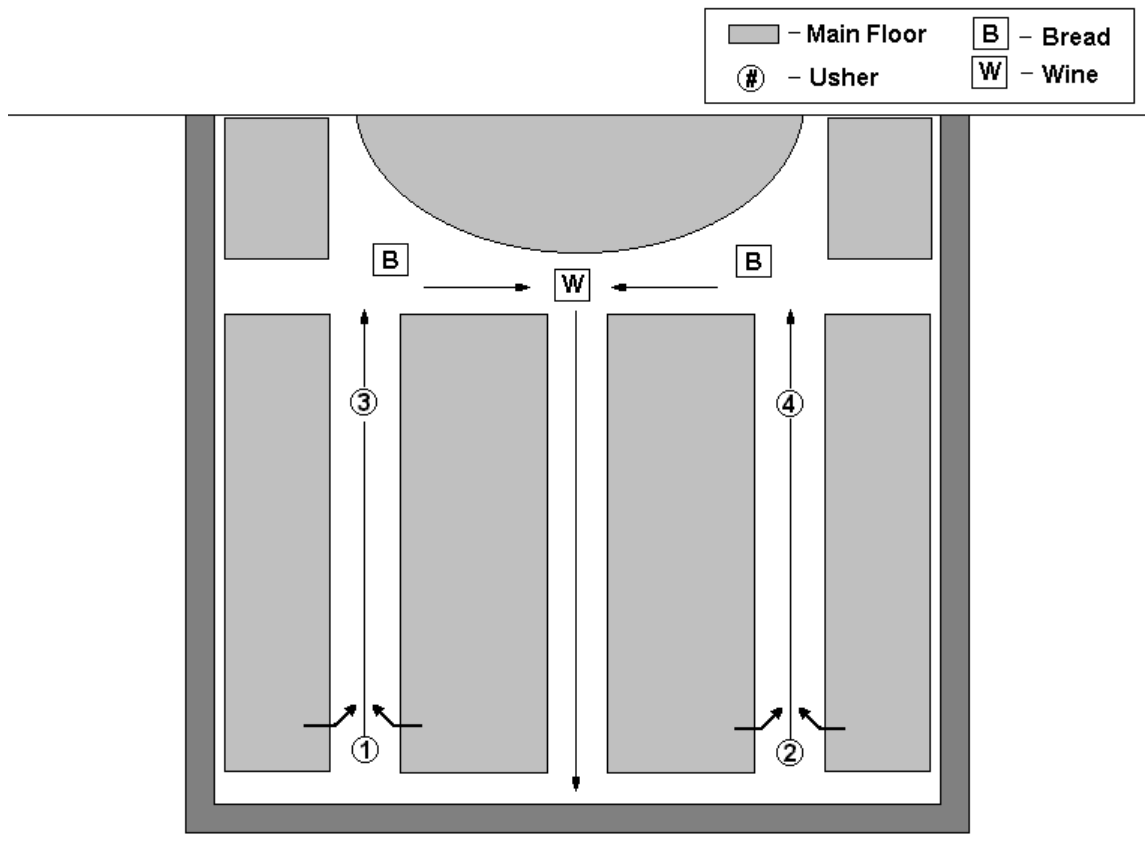


Figure 4; First Sunday Communion by Intinction

Committees

Our church has several committees where committed volunteers meet to do the work of the church. Elders serve on the Church and Ministry committee. Trustees serve on the Buildings & Grounds committees. Elders, Deacons, and Trustees serve on Resources, Church Life, & Spiritual Growth committees. These committees serve the congregation, the Consistory, and the community.

Committee	Purpose	Frequency
Consistory	Governing Body	Monthly
Church & Ministry (Elders)	Membership/worship	Monthly
Deacons	Mission & outreach	Monthly
Nursery School	Administration	As needed
Personnel	Administration	Quarterly/As needed
Altar Guild	Worship	Quarterly
Music/Worship Team	Worship/Choirs	Monthly
Christian Education	Education for all ages/youth groups	Monthly
Outdoor Ministries	Education/Camps	As needed
Friendship	Outreach/hospitality	Monthly
Health & Welfare	Community Service	Monthly
Mission Outreach	Community Service & Outreach	As needed
Visiting Ministries	Service the Elderly	Quarterly/As needed
Grief Support	Guidance/Healing	Monthly
Property/Park	Maintenance/Grounds/Utilization	Monthly
Cemetery	Maintenance & Administration	Quarterly
Land Use	Environmental/Conservation	Monthly
Finance	Financial	Monthly
Stewardship	Stewardship/Education/Planned Giving	Monthly
Historical	Heritage/Education	Quarterly
Scholarship	Outreach Support for Higher Education	As needed
Women's Fellowship	Service/Fellowship	Monthly

Figure 5; Committees