

Tucson Center for Spiritual Living

Policy & Procedure for Greeting and Ushering

Greeters and Ushers will arrive at the facility by 9:30am

Greeter-Usher: Place one of the "TCSL sandwich signs" on the Corner of Camino Escuela and River Road, and the other one at the east entrance to the parking lot in front. Set up the Activities Table with the contents of "Church in the Box"- name tags, Ministry of Prayer box, guest book, a few pens/pencils, and any sign up sheets for activities and classes. Pay attention to how the materials are organized in "Church in the Box", so they may be returned in the same condition. The table is located outside the entrance of the room where the service is being held. There will also be 3 folders in the (CIAB) "Activities Table", "C.D. labels" for Phyllis K. at the sound board, and one folder with the prayer request sheets and tithe envelopes to be placed by the M.O.P. box. Take a generous supply of programs and stand by the front entrance to greet, hand out programs, and direct congregation and guests into the Sanctuary.

If a regular attendee would like a personal nametag have them fill out the name in the guest book, and circle the nametag "Y" area.

At 10:00 invite all that may be interested to enter for meditation. If meditation has just begun invite people to join in by entering in silence. After 10 minutes has passed, welcome them to mingle with others outside with quiet conversation. Direct all of the members that do not wish to join the meditation to move away from the Sanctuary and to keep the conversation as quiet as possible so as not to disturb the meditation. When the door closes on its own power, it will slam at the end, so it would be less distracting to slowly close the door to reduce the noise level.

After meditation: Open the door and assist people in finding seating, coffee, washrooms, etc.

At 10:28: "Invite" everyone to enter the sanctuary for the service. Remain standing by the entrance and offer latecomers a program as they enter.

After the service has begun one the greeter/ushers will remain at the entrance until about 10:40 to assist late-comers, then be seated in the sanctuary near the entrance. However, during the Evocation, please hold them at the door until it is completed.

During the Sunday Message the greeter/usher will take a head count. The count includes everyone conducting or attending any part of the service, including everyone in the youth program. Separate the count by Adults and Youth. After counting, fill out the

Tucson Center for Spiritual Living

form in the brown bank bag, or inform the board member that will be counting the offering.

At the end of the message, and while Reverend Donald is explaining spiritual mind treatment, one of the ushers will notify the children group that it is time to join the congregation in the sanctuary.

For the Offering both Ushers will go to the front of the room prior to the offering affirmation. Use one collection plate per section. If there are three sections use three plates. After collection of the offerings, the usher and greeter will take the collection plates and the MOP box to the front of the room for the blessing.

After the closing Peace song return the MOP box to the table outside the entrance to the sanctuary, put the offering envelopes and money in the brown bank bag and give it to one of the board members to be counted.

After the room has cleared a bit, pick up and discard trash. Save and sort programs and place all items back in "Church in the Box" the way you found them. Start clearing the table leaving the name tag folder and MOP box with a few Prayer request forms until every one has an opportunity to complete their requests and replace their name tags.

Bring the signs in and put them in the storage room.

As ushers and greeters we are the first to welcome people to our friendly community. Looking our best, and giving a warm welcome, can comfort those seeking to make a spiritual connection.

These instructions are guidelines only, if you feel something will work better try it, if it makes things run smoother we may adopt your suggestion.

Your important contribution affirms:

Our Mission and Vision of

... partnering with possibility

... embracing consciousness, compassion and connection

... offering spiritual tools that improve lives

Any questions or concerns please contact:

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