

Acolytes, Greeters and Ushers

Study Guide

DVD #6292

Introduction

This resource may be used in two or three parts, depending on your church. Part one assists in training acolytes. The rest of the DVD assists in training greeters and ushers. It's organized so that greeting and ushering may be dealt with separately or together, depending on how these responsibilities are assigned in your church. A complete outline appears as part of this guide. Because greeting and ushering are so closely connected, you may want to show the entire greeting/ushering section even if your church has greeters who are not ushers and vice versa.

The DVD will provide new acolytes, greeters and ushers a general knowledge of the responsibilities they'll be performing. It will **not** inform them about duties or practices unique to your congregation. Nor is the DVD intended to change the practices in your congregation. If it makes suggestions that are different from the way your church does things, simply point out what your church's practices are.

Before Showing

Preview the DVD and note any special situations in your church about which you'll need to give specific instructions. (For instance, early arrival is emphasized, but the exact time will depend on the time of your services.)

After Showing

After showing the appropriate section(s) of the DVD, you will want to make sure the viewers know what their duties are and how they are to be carried out in your church.

If instead of showing the DVD in a group, you choose to make it available to new acolytes, greeters and ushers for individual viewing at home, you may want to give them a list of duties and practices that are specifically geared to your church.

DVD Outline

I. The ministry of the acolyte

- A. Origin of the word and the office
- B. Significance of the ministry
- C. The Acolyte's role in worship
 - 1. A definition of worship
 - 2. Role as members of a team of worship leaders
 - 3. Role as a worshipper
- D. Worship
 - 1. The parts of the church
 - 2. Objects used in worship
 - 3. Symbols in Christian worship
 - 4. Seasons and colors of the Christian year
- E. Candle lighting
 - 1. What the candles symbolize
 - 2. The procession
 - 3. Lighting the candles
 - 4. Extinguishing the candles
- F. Other responsibilities
 - 1. Assisting with offering
 - 2. Assisting with communion
 - 3. Assisting with baptism

II. The ministry of the greeter/usher

- A. The importance of ushers/greeters
 - 1. Historical/theological rationale
 - 2. The roles of ushers and greeters
 - 3. Contribution to the worship service
- B. The ministry of greeters
 - 1. The importance of arriving early
 - 2. Stationing oneself
 - 3. Etiquette
 - a. Remembering and using names
 - b. Introductions
 - 4. Assisting people with disabilities
 - 5. Knowing your church and giving direction
 - 6. Exit hospitality

C. The ministry of ushers

1. Preparation
2. Agreeing on assigned responsibilities
3. Seating
4. Recording attendance
5. How to collect offering
6. Assisting with communion
7. The disabled
8. Children
9. Disturbance
10. Emergencies