



SERVE

WHAT YOU NEED TO KNOW TO LEAD THE USHERS

WELCOMING

- Be friendly and stand close to the doors to welcome students coming to church. This doesn't have to be formal, you can even walk around and welcome students. The purpose is to engage the students and make them feel at home.

FIRST TIME GUESTS (FTG)

- Each usher receives a green file with cards that should be handed out to FTGs at the beginning of the service.
- Make sure all ushers are inside by the time the Team starts with welcoming.
- Allocate each usher a position to stand and hand out FTG cards.

CLEAN UP & SET CHAIRS STRAIGHT

- Walk through the building and throw away any used cups/papers lying around.
- Check the chairs to make sure the rows are straight and people can sit comfortably in all the rows.

COMMUNION

- Prepare the juice and the bread (crackers). The bread will already be packaged, you just need to place it in a serving plate. Each juice tray serves 45-50 people. Always prepare for 200-250 people. Setting up 4-5 trays.
- When the campus team starts with transfer prayer, move out to the kitchen to collect the communion.
- Identify beforehand who's taking responsibility to hand out communion from which side.
- Collect the communion glasses with buckets afterwards.

THANK YOU FOR SERVING AS A TEAM LEADER!

**DREAM
TEAM**