

**Highland Mennonite Brethren Church
Governance Manual - UPREACH
Ushers & Greeters Ministry Guidelines – Offering Taker Protocol**

1. The Ushers & Greeters Ministry is about making a good first impression and creating an atmosphere of friendliness and helpfulness at Highland MB Church (HMBC). Ushers & Greeters help pave the way for people to connect with each other and with God, as we all strive to follow Jesus Christ and help others know, love and serve Him.
2. If you're unable to serve when you're scheduled, please trade with someone and let the Team Leader or Worship Planning email notification or church office know. Please find a substitute from the current Ushers and Greeters Team, in any role, if you are unable to simply trade with another offering taker.
3. Your personal appearance and attitude matter. Dress modestly and avoid questionable logos. Brush your hair and teeth before you serve.
4. Check the Worship Flow (posted on the bulletin board to the left of the sanctuary entrance) for the order of service. This will ensure that you are aware of any details for that morning, which you should know.
5. If you sit with your family, be sure to come to the foyer when the announcements start.
6. Unless directed otherwise by the head usher, the offering takers will take the offering down the centre aisle.
7. Be standing at the back sanctuary doors, with your offering plate across your chest.
8. Be ready for the offering. Come forward as a group immediately when prompted.
9. Centre aisle offering takers wait until the two outside ushers have reached their aisle, and then come forward all together at the same time (with your plate across your chest).
10. Walk backwards when taking the offering, and stand parallel with the back of the pew. (If you stand facing the congregants, it appears that you are watching them put in their tithes and offerings - or maybe they are not giving and you are taking note of that!)
11. One of the offering takers will go to the balcony to take the offering there. Be sure to check the Nursery, asking if anyone has offering. The other offering taker will offer the plate to anyone who may be in the foyer.
12. Combine the offering into one plate in the AV room, not in the foyer.
13. Store the offering safely until it is counted after the Worship Gathering.
14. Thank you for taking part in a vital piece of our worship of God, as we give Him back what He gives to us!