

REVIVAL PREPARATION TEAMS AND RESPONSIBILITIES

Ushers/Greeters Team

YOUR ASSIGNMENT: To create a friendly, inviting, and comfortable atmosphere for those who attend the revival event by greeting people, seating people if needed, distributing all revival materials and worship bulletins, and receiving the offerings.

Example Countdown Calendar

Six weeks before the revival event	Date: _____
<ul style="list-style-type: none"> ➤ Enlist team members and begin planning 	
Four weeks before the revival event	Date: _____
<ul style="list-style-type: none"> ➤ Train all ushers/greeters team members. ➤ Go over all the logistics in where to place ushers/greeters, the proper method of receiving offering, et cetera 	
Two weeks before the revival event	Date: _____
<ul style="list-style-type: none"> ➤ Send a letter to all team members reminding them of their responsibilities 	
One week before the revival event	Date: _____
<ul style="list-style-type: none"> ➤ Place all offering envelopes, guest cards, and revival literature in the pews or other designated areas. ➤ Meet in the church auditorium and conduct a rehearsal of everyone’s duties. End rehearsal with prayer for the revival. 	
During the week of the revival event	Date: _____
<ul style="list-style-type: none"> ➤ All team members should be at church 30 minutes before each revival service to report to their assigned place of service. 	

Additional Suggestions

- Greet everyone with a warm smile.
- Be prepared to answer questions concerning parking, childcare, rest rooms, telephones, et cetera
- Sit just inside the entrance in case you are needed during the service.
- Wear definitive name tags, allowing guests to know you are an usher/greeter.
- Remember to station some greeters around the parking lot. Tell everyone how glad you are that they have come and that you are there should they require any help. Direct them to the entrance.
- Have a good balance of male and female greeters. Couples can serve together or separately.