

Ministry of Helps Workshop



The First Attraction

“Do not forget to entertain strangers, for by so doing some people have entertained angels without knowing it.” Hebrews 13:2

**Compliments by Ps. Orly Borja
Love of Jesus Christian Ministries**

WELCOME & OVERVIEW

How To Get The Most From This Workshop Together

This workshop for Ushers, Greeters and Post Service Welcomers (categorized as Ministry of Helps in LOJ) is designed with a helpful variety of practical instructions, table interaction, and individual input & feedback. **Before we start this workshop**, keep these things in mind:

- **Think transferable principle**, not specific idea. Principles for health will work with the team where you will soon be working.
- **Don't compare**. Comparing isn't productive. Remember: other team always look better from a distance.
- **Don't feel guilty about the things you're not doing**. As you process this material, take what will work from the workshop and adapt it.
- **A healthy team takes time**. After the workshop is over, take a big breath. Look for some key area to work on. Be excited and connect with your team mates looking for future opportunity in serving the Lord with smiles as a member of the Ministry of Helps (Usher, Greeter or Post-Service Welcomer). Take your time, rely on God's wisdom and don't be afraid to get help from others. Get to know your Leader, they are a source of wealth!
- **Keep processing**. Being an active member of Ushers, Greeters or Post-Service Welcomers Team in LOJ will challenge you. Mark up this important points and discuss it with your co-member and your leaders. .
- **Just Do It**. Now is the time for you to act, why not do it together and progress to the next level...

I pray you enjoy this journey and that not only will this workshop change the way you help and encourage people in the area of ushering & welcoming. Remember, we are here for you.

This is it! Welcome to "The First Attraction!"

God bless!

From Your Servant,

Ps. Orly Borja

SESSION ONE

The Ministry of Ushers and Greeters

The Chinese say "a journey of a thousand miles starts with a single step." What they didn't say is that the first step is the hardest. Most churches have ushers, however, combining the tasks of ushers, greeters (and post-service welcomers) will create a new dimension of ministering to people as they enter the church. There are some guidelines to follow when starting or enhancing a ministry of ushers and greeters:

Understand the Mission of Ushers and Greeters.

Ushers and greeters are the first people a new visitor makes contact with when coming to our church. They are "**The First Attraction**". They are the beginning of our church's assimilation ministry which is designed to attract and keep members for the long term. Because Ushers and Greeters deal with new people, they are also evangelists for our church.

We are prayerfully discovering God's will for our church's Ushers and Greeters Program, to seek His will for our program, asking for His guidance to let him tailor it to the needs of our church and community.

A Careful Recruitment and Training for our People.

Ushering and greeting is a serious commitment. We need people who are called to the task and who will be faithful to the ministry. This Workshop is an excellent opportunity to seek out the people He has called in this Ministry. We are praying and allowing the Lord to direct us and give us the people He has called for this cause. Training will continue to be provided in the future as it is the link between calling and action. We will take time to organize and conduct regular training for our workers.

SESSION ONE

Effective Organization and Delegation.

The key to have the successful team is to organize and motivate others, thus let us start the ball rolling today! Why don't we appoint team captains to lead and also to cover our leaders just in case they are away. We will make sure that you will have all the supplies that you need.

We will also set up rotation schedules for the entire team to allow their participation in the service. How's that!

You will be Rewarded for Your Service.

That's right! Your reward is on earth and in heaven as well! That's why at this early stage, I would like to take the time to express my personal gratitude to all o you who have supported to attend this short session for Ushers and Greeters (and Post-Service Welcomers). God bless your heart and it is a privilege to work with you as a team. You are "The First Attraction!!".

SESSION TWO

The Ushers and Greeters Attentiveness

Be attentive at all times. Watch for special signals. Listen for Key phrases.

1. APPEARANCE:

- Be well groomed.
- Smell fresh.
- Pleasant breath.
- Clothing cleaned and pressed.
- Clean shoes.
- Know Your Job:
 - Be on time.
 - Call in advanced if you can't make it on the day.
 - Know where you are to be.
- Speak to visitors and help them to be seated. Look out for those who seem a little lost.
- Be willing to go beyond the call of duty. Don't block the aisles talking.
- Keep aisles clear of traffic.
- Don't overextend your authority (e.g. Making mountain out of molehills).
- Remember, you are "The First Attraction", therefore it is important to "Serve with Smile".

SESSION TWO

2. ATTITUDE:

- Consider it an honour to work for the Lord in this capacity.
- Be positive about every situation.
- Come prepared through prayer and fellowship with the Father.
- Did you come to talk to your friends or serve the Lord?

3. PROPER WAYS TO RECEIVE THE OFFERING:

- Know ahead of time your station.
- Don't waste time. Have buckets, offering envelopes and mailing cards (when applicable) ready.
- The speaker will always tell you when to receive the offering. Never begin collecting until he says, "All right Ushers go ahead and receive the people's offerings".

SESSION TWO

Things To Remember:

Visitors must be courted

1. First impressions count - initial impulses toward belonging draw people closer or make them feel more distant
2. "Every person wears a sign that says *I need to feel important!*". Ushers need to take charge of visitors, calling them by name. People in the church need to greet visitors by name.
3. New members (or even regular visitors) may be enlisted as greeters and ushers. This way all might learn each others' names.
4. Ushers should offer to take visitors to "coffee hour" if one is offered. The usher learns the interests of the visitor and introduces the visitor to others that share the same interests.
5. Remember, some people prefer anonymity. Ushers and greeters need to be sensitive to this possibility.

We as a Church can incorporate new members effectively by:

1. Caring about them as visitors/guests,
2. Carefully preparing them for membership,
3. Clearly articulating high expectations for them,
4. Clarifying *their* expectations of the church and staff,
5. Enlisting their participation in activities beyond the Sunday worship service,
6. Identifying, developing, and using their gifts in significant service,
7. Giving them opportunities to shape the program,
8. Providing diligent pastoral care (or *lay pastoral care* early in their membership.

SESSION TWO

The Church's Layout and Positioning:

(How do we improve this?)



Right Wing Formation. (Picture taken on Sunday, 28 Sep 2008)



Centre Aisle Formation. (Picture taken on Sunday, 28 Sep 2008)



Left Wing Formation. (Picture taken on Sunday, 28 Sep 2008)

Your input and support is appreciated. May the Lord God bless you and Empower you as you progress to the next level of your Passion, Availability and Commitment!

Pastor Orly Borja