

USHER DUTIES

Only two Ushers are assigned; therefore, the Greeters will assist in passing the collection plates.

Before the service, please:

Usher #1:

1. Turn on the lights in the church, front and back.
2. Light the candles at the front of the church.
3. If the nametag box is not on the table near the nametag board, get it from the lower right side of the marble top cabinet and place it on the table near the nametag board.
4. Have a heightened awareness for first-time visitors and give them a warm welcome.
5. Stand at the entrance to the center aisle and hand-out bulletins, which can be found on the table at the left of the aisle.
6. Get the microphones from the cabinet near the couch and the accordion door. Be ready to take the microphone to members of the congregation who are speaking during announcements and joys and concerns.

Usher #2:

1. Stand near the front door in case someone coming in from the parking lot needs help walking in, opening the door, and/or getting off his/her coat and handing it up.
2. At 10:20, using the small rope, ring the bell 10 times (the bell is located on the south wall at the back of the sanctuary).

At the beginning of the service, please:

Ushers:

1. Seat latecomers during hymns, but not during prayers, scripture readings, and anthems. Be sure each has a nametag and bulletin.
2. Count everyone present for worship, including children and choir members. Record attendance and weather on the sheet located in the drawer of the visitors' book stand.

During the service, please:

Ushers and Greeters:

1. Pass the offering plates during the offering.
Assemble at the back of the sanctuary for the offering collection as the Lord's Prayer ends. (Bring your bulletin with you as you may wish to take part in the dedication prayer.)

The two people collecting offerings from the left side of the church should stand one behind the other on the left side of the center aisle. The two people collecting offerings from the right side of the church should stand one behind the other on the right side of the center aisle.

Proceed down the center aisle, two-by-two, to the front. The first two people go around the front pew to the outside aisles. The next two people turn in the center aisle. Collect offerings from the front of the church to the back, sending the plate from one end of the pew to the other, if the pew is full of people.

Wait at the back of the church for the organist to play the Doxology. Proceed forward, two-by-two, and form a semi-circle before the minister. After the prayer, hand the plates to the minister, turn, and go back up the center aisle to your pew, except on Communion Sunday, do not hand the plates to the minister, but instead take the plates to the back of the church.

Following the service, please:

Ushers:

1. Introduce visitors to members.
2. Snuff-out the candles.
3. Remove the first sheet of the Partners in Worship pad located in each pew.
4. Put hymnals and Bibles back in the racks neatly.
5. Remove bulletins and scrap paper left in pews.
6. Re-supply Partners in Worship pads, sharpened pencils, and pew envelopes, if necessary. (Supplies can be found in the upper right drawer of the marble top chest at the back of the sanctuary)
7. Take any 'found' items and Partners in Worship sheets to the church office.
8. Be sure nametags are returned and placed alphabetically on the board (pin-on) or in the box (clip-on). Close the nametag box and leave it on the table.
9. Turn out the lights.

If you have any questions, about these responsibilities, feel free to ask for help or call someone who has already served.

THANK YOU