

# Ushers



Usher play a special part in the Worship Experience by greeting all, assist with seating for those attending, distribute the worship bulletins, collect the offering, and direct persons to the communion rail and dismissal.

## PREPARATION

**PLAN to arrive at least 30 minutes before the start of any service.**

1. All exterior doors should be unlocked, turn on lights in hallways and sanctuary. Reverse this process when leaving.
2. Check the heat/AC units; try to keep the temp at 70's. Adjust the climate controls so the sanctuary is comfortable. Walk through the sanctuary, making sure everything is in place.
3. Worship bulletins should be on the window ledge, place any inserts including the yellow attendance sheet, and announcements in the bulletin ready to be hand out.
4. Place a complete bulletin set and Hymnal at the Pew/ chairs for the acolyte and the musicians.
5. Check that the offering plates (and communion ware if needed) are ready on the ledge. Offering plates are stored in the SOUND room and Communion assistants will place pitcher and the brad tray covered with linen on the window.

## SEATING

### Four Ushers:

- With worship folders in hand, one usher, standing near each side aisle, another in the center aisle, greet worshipers as they come in, and assist them in finding seating. The fourth usher should remain in back to help the other ushers, hand out bulletins and extra hymnals, if needed, light the acolyte's candle.

### Two Ushers:

- With worship bulletins in hand, one standing at center aisle and at the entrance of the Sanctuary, greet worshipers.

1. As the Sanctuary fills assist worshipers in finding seating, especially nearer the time for service and ALWAYS those who come after a service has commenced. The two back rows on the right and one on the left are roped for LATE COMERS AND FAMILIES WITH SMALL CHILDREN.
2. Ushers are the ones to take the rope down as needed. Close the sanctuary doors at commence of service.
3. Ring the bell for 30 seconds, 5 minutes before church commences. Ushers may sit at the back of the church, on chairs.
4. Open door for those needing to step out, assist anyone ill or needing help. The library has additional hymnals if needed.
5. Count all the adults and children attending and write the number on the calendar in the sound room on the current date.

\*Pastor will indicate when ushers should come forward and gather the yellow attendance sheets. Any prayer requests should be gathered and placed on the communion rail on the piano side of the church.

## OFFERING

1. Two ushers use the center aisle, the two assisting down each side aisle, passing the plates from the first and second rows until completed at the back.
2. When the Acolyte moves to the center front, two ushers stack and take the plates forward to the Acolyte.

(NOTE: It has been suggested that we attempt to use four ushers to collect offering. Additional volunteer ushers names appear on the Saints in Service Booklet found on the window ledge in the back of church).



### OFFERING WITH COMMUNION

1. If Communion is part of the service, additional two ushers follow, one carrying the chalice and the other the bread tray found sitting on the window ledge at the rear of the church. These are handed to Pastor.
2. All return to the back of the church.
3. Two ushers stand at each side just in front of the pews and open the wine tray, setting the lid on the floor, then hold the tray for the communicants to take their cup. The center cups contain grape juice; the empty cups are filled at the rail.
4. The remaining two ushers go to each front, side aisles to await the start of communion ushering. Each rail will hold 6 comfortably. Indicate to those in line to move to the rail as it fills and empties. The first person goes to the outside of the rail, others filling to the center. The first to commune leaves first, so keep a continuous flow of people moving to the empty spaces.
5. The second Usher directs people to communion. Be prepared to have the first group go to the rail as soon as Pastor speaks: "GIVEN BY GOD FOR THE PEOPLE OF GOD." If one aisle side is completed more quickly, and several communicants remain on the other side, some of the people may be directed to move across the back to commune on the other side.
6. If space is available, commune with the last table, if not then as a group of ushers and/or assistants.

### END OF SERVICE

1. Stand near the back, taking papers, books, etc from the people leaving.
2. Invite all to enjoy cookies, beverages and fellowship. THANK them for attending and invite all to return. Introduce yourself to newcomers or visitors.
3. Clean up the pews, replace pew pens, straighten hymnals, pick up any trash, and remove forgotten items. (Place on table in Narthex valuables should be placed in the office.)
4. Close doors when leaving Sanctuary, turning lights off.

### COLLECTION PLATE PROCEDURES

1. During the transition to two service the ushers are being asked to care for the collection plates and their contents. If possible, two ushers should team to complete this simple procedure.
2. Gather the plates and take them to the office room adjacent to Jeanna's office.
3. Sort out the yellow attendance slip and place them on the back counter to be logged in the attendance book.
4. Separate the cash and checks, church envelopes, Sunday school envelopes and Sunday school loose change.
5. Using the clear plastic bags put and loose coins and cash with a note describing if the cash was from church, Sunday School or another source( back door collections)
6. Collect all of the envelopes and bags and place them in the money bag found in the top drawer right of the sink. Rubber band are available to keep the contributions separate. If necessary a second money bag may be needed to keep collections separate.
7. Place the money bag in the lock box on the counter.
8. Return collections plates to the SOUND room.