

Ushers

What

Ushers have multiple activities before, during and after each worship service.

Number of Volunteers

Two volunteers are needed for most services. Special services with large attendance may require additional ushers.

Additional Responsibilities

None.

Before Worship Service

- Be in church 20 to 30 minutes before the start of worship service.
- Turn on lights for the chancel, the mural and the sanctuary. Light switches are located at the back of the sanctuary on the east wall.
- Turn on the narthex lights. Light switches are located on the southwest corner wall of the narthex near the sanctuary doors.
- Turn on the ceiling fans in the sanctuary.
- Open the doors to the sanctuary.
- Bulletins with any additional handout material are located on the usher's cabinet in the southwest corner of the narthex.
- Stand at the sanctuary doors.
 - Greet people as they enter the sanctuary.
 - As you give them a bulletin, help worshipers feel welcomed and at home.
 - Be ready to assist people or answer simple questions regarding locations of the rest rooms, the nursery, Sunday school rooms, etc.
 - Allow people to seat themselves until the sanctuary is quite full. Then ask worshipers to please follow you and escort them to their seats.

During Service

- Sanctuary doors are closed during the singing of the entrance hymn.
- Opportunities for seating people:
 - During the singing of the entrance hymn.
 - During the singing of the Kyrie or Hymn of Praise.
 - During the presentation of special music.
 - Immediately before the first scripture reading.
- At each service count the attendance and record the number. The recording sheet is on the utility closet door across the narthex from the main sanctuary doors.
- Offering
 - Offering plates are located on the usher's cabinet.
 - At the time of the offering during the worship service, walk forward to the first row in front of the church.
 - Give plates to individuals at the end of each row.

- Proceed row by row, backing to the rear of the church. Stay as even as you can. Never look at what people put in the offering plates.
- When the offering response has begun and pastor moves to front of the altar, proceed down the aisles with the offering plates.
- After the pastor has taken the offering plates and moves behind the altar, turn toward each other and walk to the back of the church.
- Communion
 - At the time of communion during the worship service, walk forward to the first row in front of the church.
 - Communion begins with the first outside rows of the sanctuary, working towards the back of the church. Then from the back of the church work forward down the center section.
 - After communion assistants, organist, acolytes and pastor are in place, begin to usher worshipers to the communion stations.
 - Have people lined up and ready to receive communion as soon as those who are communing return to their seats.
 - Ushers receive communion after the worshipers have finished.

After Service

- Straighten chairs and worship books.
- Pick up bulletins, extra paper, items left behind. Recycle, dispose or return personal items to their owner, if able.
- Place communion cards on the church secretary's desk or in the offering plates.
- After the last service of the day, turn off lights in the sanctuary. Ensure the church is in order and presentable.

Additional Notes

- Building thermostats are programmed. No adjustment is needed.
- Ushers are to be neatly dressed.
- Additional hymnals are located on a cart within the sanctuary.
- All sanctuary lights should be left at full power throughout the worship service unless otherwise directed by the Pastor or Ministry Team lead.
- Overflow seating
 - Secure help in setting up additional folding chairs and/or open doors to the parish hall.
 - Make sure at least one usher remains at the sanctuary doors.
 - If overflow must be setup during worship service, do so only at the opportunities listed previously.
- Counting attendance is easier when people are seated. Strive to complete the count after the service has started and before the Gospel lesson. The recording sheet is located inside the door of the supply room in the narthex.
- Strive to achieve a steady flow of people for communion. Experience will guide you for achieving this steady flow.