



Duties and Responsibilities

A. Before the Service

- Arrive 10-15 minutes early. (If another service is still in session, greet and meet people as they arrive and speak in a quiet voice to model lowering the noise level outside the Sanctuary.)
 - Open Sanctuary Doors
 - Take a quick look at the pews to make sure there is no trash.
 - Straighten Hymnals/Bibles, if needed.
 - Make sure Bulletins are on the Usher Table
 - Make sure there is a lighter available to light Acolyte wand
 - There will be 4 Ushers on the schedule with a designated (**) team lead. Check the list on the Usher podium. See ** positions below.
1. Acolytes - Assist as needed with Robes and make sure Acolyte wands have wicks. Some Acolytes may choose NOT to wear the robe. That is fine.
 2. ****Two** Ushers should stand at the **foyer entry** doors and greet/welcome everyone. **Two** Ushers should stand at the **entry of the Sanctuary** to hand out Bulletins. When the service is about to begin and music begins, the two Ushers at the foyer entry door should move inside the Sanctuary
 3. Be sure to watch for people entering through the side doors to ensure they have bulletins.
 4. Be familiar with the location of restrooms, Defibrillator, Fire Extinguishers (4 in the sanctuary) and Nursery.
 5. Be attentive to those entering the sanctuary.
 6. Be intentional in looking for people that may be visitors and unsure where to go. Encourage guests to stop by the Welcome Center after the service.

B. Team Lead Responsibilities

1. Ensure there are 4 Ushers.
2. Decide who will stand where. (See #2 in section A above.)

C. Beginning of the service

1. Close the Sanctuary Doors
2. ****Light the Acolyte wands at the appropriate time (beginning of first song) and direct Acolytes down the aisle at the correct time. If no Acolytes are available, light the altar candles prior to service.** (The lighter is under the usher stand.)
3. Discourage entry to Sanctuary during prayers.

D. Prayer Requests - Take prayer request cards to pastor when going up to receive offering plates. The cards for prayer requests are on the Usher podium in the cross holder.

E. Offering

- Proceed up the aisle in twos as soon as called by the Pastor.
- After receiving the offering plate, turn and face the congregation for prayer.
- Take up offering (two ushers on inside aisles and two on outside.) Try to stay in sync with each side when moving toward the back
- Two people will return the offering plates to the Pastor during the Doxology. (Contemporary Service will have a different song. Watch and wait for Pastor's invitation to come forward.) Remain at the front until the end of the song.
- Rather than returning by center aisle, walk across front and down side aisle to the back of sanctuary.

F. Count attendance - Count worshippers after the offering. The count notebook is under the usher stand

Count

1. People in pews
2. Children in pullout
3. Nursery
4. On stage/Choir
5. Ushers/Acolytes

The third service ushers will enter the total for the morning.

G. Communion - One or Two Ushers will assist with instructing congregation to receive communion. Starting at the back, row by row ask each row to stand and

move forward. Identify anyone that may need communion at their seat and provide information to communion servers when all standing congregation have been served.

H. Close of Service

- **Send the Acolyte(s) back down the aisle at the appropriate time (at the beginning of the final song).
- Open all four doors at the end of the Benediction.
- Check the pews for any left items. Leave on the Usher table until end of day.
- Straighten hymnals, Bibles, cards, etc. and pick up any trash.

*** Reminders -

- You represent the Church. Be friendly and welcoming. We want to offer hospitality and love to both our guests and members
 - please stay at the doors with bulletins for late comers and help seat them if necessary
 - remain in the back of the sanctuary to serve rather than returning to your usual seat
 - Be the eyes and ears to be alert for anyone planning to do harm
 - Be alert for accidents such as falls to provide help
 - Coughing - offer water which should be under usher stand
 - Sneezing - offer tissues
- If you are on the schedule and not able to attend, please find a replacement and notify the Usher coordinator to let them know who will be filling your spot.
- Be prepared to help when there are vacancies, special services and special events.....especially during the holidays.
- Be sure to let someone on the Worship Committee know if your contact information changes.