

## **Duties and Responsibilities of DSUMC Ushers**

### **Draft 3/29/11**

#### **1. Before the Service**

- a. Arrive 20 minutes before the worship service starts.
- b. Wear your name tag.
- c. Check if:
  - Pews
    - Are free of trash from previous service
    - Hymnals / bibles are in place
    - Ample visitor cards in every card slot
  - Acolytes
    - Are present and preparing
    - A lighter is present & that it works (For Acolytes wands)
    - Acolytes' wand wicks are long enough and bells are tight
  - Sanctuary doors are open
  - Blankets are reasonably straightened in racks, and not piled up.
  - Sanctuary lights are on fully (switches are near the sound room)
  - Worship bulletins are on the Ushers' table
  - There are any special instructions from the pastors
- d. Hand out bulletins at Sanctuary entrances, including two side entries, and welcome people.
- e. Know the locations of rest rooms, water fountains, First Aid / Heart Starter, Fire Extinguishers (4 in sanctuary), and nursery entrance and help people find their way.
- f. Be intentional about looking for people who seem lost or unsure and offer to help them.
- a. For folks arriving late, have a few easy to reach pews picked out to direct them to.

#### **2. At the Beginning of the Service**

- a. Light acolytes' wicks and send to light altar candles at the beginning of first hymn.
- b. Close all four Sanctuary doors.
- c. Station one usher, with bulletins, in the foyer during the first 20 minutes of worship.
- d. Discourage entry to Sanctuary during prayers.
- e. Bring prayer request cards to pastor when going to receive offering plates
- f. Count numbers of people in pews, on stage, in nursery and ushers and record in book in ushers' table (One usher each counts: right, left, choir, nursery). Third service makes and enters grand total for the day.

### 3. Offering

- a. Line up at top of center aisle before pastor calls you forward.
- b. Walk up aisle 2x2, get plates and face congregation.
- c. When pastor stops talking, two ushers work the center aisle and one in each outer aisle.
- d. Watch each other while passing offering plates
- e. After offering collected, two ushers carrying two plates each, wait at top of center aisle and come forward when Doxology intro starts.  
Note: Contemporary service does not have specific return moment – watch Pastor for invitation to proceed.
- f. Return to usher area after Doxology.

### 4. Holy Communion

- b. Using center aisle, indicate to people, row by row, when to stand, Then direct each row to proceed as the line at the communion servers diminishes to, perhaps a dozen in line.
- a. Begin with back row and direct people toward the altar.
- b. Identify anyone desiring communion at their seat, and notify servers as soon as those in line have been served.

### 5. At Close of Service

- c. Open all four doors right at end of Benediction (Usually, lots of chatter in the foyer). Side doors require stoppers
- d. Pick up items left in the Sanctuary and leave them on the ushers' table.
- e. Straighten hymnals, bibles and cards and prepare pews for the next service.
- f. Collect any visitor or other completed cards and place them in the "office" folder outside the Church Office.

And finally-

### 6. Continuous

- a. Remember you represent the church; be friendly and welcoming.
- b. Be sure to update your contact information with Mark Lander when there is any change.
- c. Make arrangements for your replacement if you plan to miss a Sunday.
- d. Be prepared to help when there are vacancies, special services, evening events, etc.