

GUIDELINES FOR USHERS

(EARLY USHERS) BEFORE WORSHIP:

- Arrive 15-20 minutes before worship
- *Check in with Pastor to see if there are special instructions for the morning*
- Smile warmly and greet worshippers as they enter the sanctuary.
- Distribute large print and children's bulletins (and crayons) as needed.
- Be aware of needs of those arriving and help to find seats or move chairs as needed.

AS WORSHIP BEGINS:

- Close the doors to the sanctuary. Make sure at least one usher is present at the entrance to greet latecomers.
- Keep alert for any emergency situations and be prepared to assist as able

(ALL USHERS) DURING WORSHIP:

- During the sermon, one usher should get the yellow attendance sheet from the usher cabinet and complete the form by counting worship attendance (preferably counting the pews from the balcony as the count is more accurate)
- Collect the offering:
 - Line up and prepare to walk down the center aisle. Walk down and receive the plates from the acolyte, worship assistant or pastor.
 - The two front ushers receive two plates each and hand one to the usher behind them.
 - Circulate the plates pew by pew through the main sections and then one usher should go to each side of the sanctuary to collect
- Presenting the Offering:
 - Determine if it is kneeling or standing communion by looking to see if the communion rail is in the front
 - Assemble at the back of the sanctuary with two ushers carrying two plates each; walk down the aisle together.
 - If it is kneeling communion, the two ushers place the communion rail in place then return up the aisle.

- Communion:
 - Determine which two ushers will collect communion cups and which two ushers will direct the flow of worshippers to communion
 - The two ushers who will collect the communion cups should get the containers from the usher cabinet; two directing ushers should take hand sanitizer
 - Assemble at back of sanctuary – two ushers collecting communion cups walk first, then the two ushers directing worshippers to communion
 - Communion cup collectors commune first, then proceed to their position to collect the cups
 - The two ushers who are directing worshippers release the worshippers starting with the front left and right center pews working their way back, then the left and right side of the sanctuary
 - These two ushers commune last and take down the communion rail if necessary.
- Dismissal:
 - Open the doors to the Narthex.

(LATE USHERS) CLEANUP

- Spot clean pews for leftover papers
- Replace hymnals in holders
- Replace “reserved” signs if used back to the ushers stand
- Put any items left by worshippers in the main office as Lost and Found