

Usher Instructions – August 2011

Before Worship (at least 15 minutes before worship begins):

1. Check the restrooms for supplies.
2. Check the altar (make sure that all items are in place for communion).
3. Check baptismal font if it is to be used.
4. Check thermostats - turn ceiling fans off until altar candles are lit.
5. Locate bulletins.
6. Locate lighter for acolytes.
7. Look in bulletins for special events, order of service.
8. Ask pastor and/or lay reader if there are any last minute changes to the service.
9. Is there an acolyte? If no, then one of the ushers will light the candles before the service begins.

Worship:

1. Greet worshippers and smile warmly.
2. Make conversation with worshippers, however, ushers should not engage in conversation with each other.
3. Hand out bulletins and children's bulletins. Be aware that some worshippers need large print bulletins which are available.
4. Watch for worshippers with special needs, wheel chairs, walkers, etc..
5. Help with seating if church is crowded due to special events.
6. Offer assistance to visitors, answer questions, show them children's bags, give insight to special events – for example, baptism, new member Sunday, etc., tell them about the children's sermon and that parents are welcome if they would like, let them know about the nursery, location, and even take them to the area if they are interested.
7. Close sanctuary doors after the announcements.
8. During sharing of the peace, ask for assistance with the offering.
9. After the sharing of the peace, the ushers will proceed to the front of the sanctuary to receive the offering plates from the acolyte (or worship assistant). Each usher will pass the offering plates down a row to receive the offerings of the congregation.
10. Once all the offerings have been collected the ushers along with the acolyte will wait at the rear of the church until the choir completes the offertory hymn. When the organist starts playing the Thanksgiving liturgy then the ushers and acolyte will proceed to the front of the church where the worship assistant will receive the offering plates.

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11. After the offering, count worshippers include children in the nursery and record the attendance on the card supplied where the bulletins are stored.
12. During communion, one usher will assist with distribution if needed. Once the leaders are ready, start with back row right side and invite worshippers to attend or participate in communion. Proceed to the front of the church one row at a time. Good rule to follow before sending more worshippers to the front is to wait until there are 4 or 5 individuals left waiting to receive communion before sending up the next row. Get wheelchairs, walkers, etc, for the worshippers who use them. For those who are immobile to go receive communion, ask if they would like to be communed where they are seated. Inform the leaders of the need or the usher can pause by that individual so the leaders know that this individual wants to commune.
13. If one of the ushers lit the candles before service, they will need to extinguish the candles before the recessional. The other user will open the sanctuary doors for the recessional.
14. One usher will hand out the weekly announcements and the other can go check rows and aisles for litter or trash.