**USHER DUTIES** Revised: December 2022

Thank you for your willingness to be of service to the church. The demands are modest as your service will only be required once every month or two.

**Before The Service**

* **Please arrive at least 30 minutes** before the start of the service.
* Decide which usher you will be.
* On the first Sunday of each month, make sure that name tags and markers are on a table in the middle of the Narthex. Basket of name tags can be found under the Welcome Desk. Extra name tags stored in wooden 5-drawer cabinet near Welcome Desk.

**Usher Positions:**

* Greeter/Attendance Usher- You are the first face people see. Greet and Welcome people, assist those needing help with doors. You will find attendance sheets on a clipboard at the Welcome Desk, use this to check attendees off as they enter, write in any names or visitors not included. If you are not comfortable doing this, ask the Welcome Desk to take attendance. Direct new guests to the Welcome Desk volunteer for a gift bag. **Count attendance from the list and transfer count to blue count card** to leave on Marty’s desk, along with the attendance list.
* Bulletin/Communion/Offering Usher- Stand near sanctuary doors to hand out bulletins. On Communion Sundays, set out basket with Communion supplies located under the Welcome Desk (for those that choose this option). Point out location of Offering Box and Two Coins Pot as needed. **If counters are not available**, make sure Offering Box gets placed in back office.
* Sanctuary Usher- Be present inside sanctuary for any assistance with seating, being mindful of those needing help with walkers, etc. Gather prayer requests to give to Pastor as needed. Take care of lighting during videos or other events. When possible, you may help to pass out bulletins.

**As Worshippers Arrive**

* The ushers should be at their stations no later than fifteen minutes before the service and distribute bulletins to those entering the sanctuary. ***Large print bulletins and Bibles are available for those in need. Hearing aids are available in the sound booth.***

**During The Service**

* Decide amongst the three ushers, who will remain in the Narthex during the service to greet late-arrivals and suggest appropriate times to enter. Appropriate times are as follows: During the singing of hymns or service music (i.e. Gloria Patri), during the call for the Children’s Sermon, or during anthem pieces by the choir. **Please avoid having persons enter during scripture readings or prayers.**
* About ten minutes after start of service, lock the outside doors. Remain in sight of the doors to the church (Narthex area). When Bruce Coxworth is in attendance, he will take on this task. Unlock doors about five to ten minutes before end of service.
* Answer the telephone as needed.

**Taking The Offering (When instructed on occasion)-**

* During the singing of the hymn or anthem immediately preceding the offering, the ushers will assemble in the Narthex. At this point, they should position themselves (one in each corner and two in the center). All four ushers will proceed down the appropriate aisle at the same time. This occurs after the lay reader or pastor is finished giving the invitation to the offering.
* When the offering has been collected, the four should re-assemble in the Narthex and ***all four*** return the offering plates during the playing of the Doxology unless instructed otherwise. The lay reader or pastor will receive the offering and place the plates on the Communion Table at the end of the Prayer of Dedication. Ushers then return to their seats.

**After The Service**

* **Check pews, replace hymnals and Bibles, Gather Used Communion Cups – general clean-up.**

If you are unable to serve during a scheduled worship service, please accept the responsibility of finding someone to trade with or fill in for you.

*Thank you again for your willingness to be of service to the church.*