

# Flushing Presbyterian Church

## Usher Duties

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 three months.

### BEFORE THE SERVICE

- **Please arrive at least 30 minutes** before the start of the service.
- If overflow attendance is expected, be prepared to set up additional chairs in the Narthex.
- Check lighting, heat, fans, and windows as necessary in the Sanctuary.
- Be sure the offering plates are in the Narthex before the service begins.
- On the first Sunday of each month, make sure that name tags and markers are on a table in the middle of the Narthex.

### 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.**
- Please have two of the ushers serve as Greeters, standing at the doorway in the Narthex.

### DURING THE SERVICE

- An usher should 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.**
- Close sanctuary doors at the end of the first hymn.
- Answer the telephone as needed.
- Count attendance in Sanctuary (*during sermon*) and attendance in the Church School. Please enter all attendance information on the attendance sheet provided. Place this on the church secretary's desk when completed.

### TAKING THE OFFERING

- 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 as the lay reader or pastor is giving the invitation to the offering.
- After receiving the collection and before returning to the front during the Doxology, remove blue prayer requests to give to the pastor with the collection plates.
- 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

- Turn off lights, fans, lower heating, close windows, etc., and close Sanctuary doors.
- Check with the pastor to be sure that someone is available to lock up.
- **Check pews, replace hymnals and Bibles – 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.*