

# Usher

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## Responsibilities

- Greet everyone, hand out bulletins, and offer assistance
- Pass offering plates
- Hand out communion glasses
- Collect attendance pads and bulletins

## Details

### **Arrive 15–20 minutes before the service.**

Confer with head usher on any notes for the day and who will do what.

**Greet people, hand out bulletins, and offer assistance** as needed. Provide a friendly, welcoming presence!

**Hearing aids are available** for anyone that might need them; they are located on the table in the gathering area hallway and instructions are with them. Please review in case of questions. **Large print bulletins** are on that table as well.

**Beginning of service:** Stay at the open doors through the prelude and announcements to welcome any latecomers. Doors may be closed once service begins. Stay alert for any late-arriving visitors.

### **Offering**

- Wait for the pastors/acolyte to come to the front of the altar. Proceed up the aisle to get the offering plates.

- Start at the front of the outside sections to pass the offering plates. Do not pass collection plates to the choir if they are sitting together.
- When returning the offering plates to the altar, also take the bread, wine, and juice. Hand the bread to the lead pastor, the flagons to the Assisting Minister with the handles facing the receiver, and the offering plate to the acolyte. Or take the plates to the credence table under the mural.

### **Communion**

- All four (4) ushers come forward to the altar with the communion assistants; hand out glasses to the communion assistants and the organist; remain there to receive communion.
- Two (2) ushers hand out glasses; start at the front of the outside sections to direct worshipers forward for communion.
- Direct one of the pastors to anyone who wants communion served at their seat. Do this near the end of the communion flow.
- Leave all dirty communion glasses on the small tables. The Sacristans can then gather them at the conclusion of the service for placement in the dishwasher.

**After each service:** Open the exit doors on the last verse of the last hymn.

- Collect any bulletins and other debris.
- Return items (pencils, special offering envelopes, etc.) to the pew racks

- Straighten up the pews, etc., so the worship area looks presentable for the next service. Make sure there is a black attendance pad on each row.

**After the 10:45 am service:** collect the top sheet from the pew pads. Leave them in the church office.

**In case of emergency.** First aid kits are located in the library, the sacristy, and in the church office. AED (defibrillator) is located in the bathroom hallway on the main floor.

## Section order

The nave has four sections of pews:

Choir, Left, Middle, Right

### Collecting the offering

Two ushers per side to pass the plates. Begin at the front of the Left and Right sections. When completed:

- Right section ushers proceed to front of Middle section
- Left section ushers proceed to rear of Middle section.

### Communion

One usher per side to hand out glasses for communion. Begin at the front of the Left and Right sections. When completed:

- Right section ushers proceed to front of Middle section
- Left section ushers proceed to rear of Middle section.

For Left section, instruct people to go up the center aisle, staying to the left side of the altar.

Those in the Middle Section should be instructed to go up the center aisle to the right side of the altar.

Extra ushers assist by bringing additional empty glasses to the ushers handing out as needed. One usher keeps an eye on the returned cup trays and rotate as necessary.

## Head usher responsibilities

- Talk with other ushers and let them know who is to do what during the service.
- Check that the offering plates, communion glasses and empty trays are in place. Extra bulletins are in the long cabinet on the Stratton Street side.
- Count the worshippers including choir and pastors.
- Record the number in the church office on the pad at the desk.
- Transfer the offering to the appropriate money bag, found in the office desk.
- Place money bag in vault in office closet.
- Have at least two ushers together at all times when handling the offering.