

Usher

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 the 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/acolytes to come to the front of the altar. Proceed up the aisle to get the offering plates¹.

- 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 flagons². Approach the Altar together, walking at a calm, even pace. 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 table³ under the mural. Walk back from the altar together.

Communion

Inspect the glasses before you pass them out to make sure they are clean. They should be, but checking never hurts.

- 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 worshippers forward for communion. Encourage worshippers to continue around the altar to form a more complete circle.
- Direct one of the pastors to anyone who wants communion served at their seat. Do this near the end of the communion flow. This can be achieved by an usher standing in the aisle next to the person. Make eye contact with the pastor to get their attention. Have a glass ready for the

person when the pastor approaches. Take the glass from the person upon completion and return it to the dirty communion glasses on the small table.

- 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 pew⁴ racks.
- Straighten up the pews, etc., so the worship area looks presentable for the next service. This includes checking that all 3 types of books are present on each shelf and 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 and AED (defibrillators) are located on each floor in the hallway to the bathroom. If any item is used it is important Church staff or Pastors are notified so maintenance and restocking of supplies are completed. There are a total of three AEDs and first aid kits in the church building.

Section order

The nave⁶ 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 the rear of the 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 the rear of the middle section.

For the 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 the money bag in a vault in the office closet. Load the money bag in the vault lock side first. Use the weight of the bag lock and gravity to allow the bag to drop in the vault. This helps the bag drop in the vault easier. Verify the bag is no longer in the vault drop tray.
- Have at least two ushers together at all times when handling the offering.

Additional duties to consider

- Ushers should assist in evacuation due to an emergency.
- Ushers should ensure 911 is called when an emergency response is required.
- Ushers should bring or instruct someone to bring an AED/First Aid kit to a patient needing help.
- Ushers direct crowds away from a patient in an emergency.

¹- The **offering plates** are small baskets passed to collect monetary donations.

²-The **flagons** are pitchers.

³- The **credence table** is a small side table in the sanctuary of a church used to hold the sacred vessels and elements before they are consecrated during the Eucharist or Mass.

⁴- A **pew** is a bench people sit on in a church.

⁵- A **Sacristy** is a dedicated room in a church where the clergy prepare for services and where sacred items are stored.

⁶-The **nave** is the main, central area of a church.