

**USHERS' RESPONSIBILITIES Prepared by the Worship & Music Committee, rev. 4/4/24**

1. **Prepare the Sanctuary for Worship**
  - Arrive at 9:00 am (or 30 minutes before the service starts)
  - Find an usher nametag at the ushers' station
  - Divide up duties, e.g., bell ringing, before folks begin to arrive
  - Open all the sanctuary doors and turn on sanctuary lights
  - Turn on Gathering Space light and lamps
  - Prop open the inner main entry doors
  - No need to light candles- Altar Guild does this
2. **Welcome Worshipers**
  - Make sure worship bulletins and any handouts are on the table by the sanctuary
  - Stand by the glass doors to welcome worshipers and direct them to bulletins
  - 1 usher should remain in the Gathering Space to assist latecomers
  - Be prepared to set up chairs in the Gathering Space if needed; make sure people sitting in that area have hymnals, bulletins, and liturgy booklets if needed (in upper-right cabinet)
  - Check with worshippers with mobility needs to see if they want communion brought to them in the pew; let the Altar Guild members know who wants communion brought to them
3. **Ring Bell before the prelude**
  - Be sure 3 doors are open close to the bell/the exit to get to the bell: Door to the sanctuary, south vestibule and south exterior doors
  - ***Before the Prelude*** ring the bell steadily (not rapidly) 9 consecutive times, Brooke will let you know when he is ready to start the prelude. **CLOSE THE DOORS WHEN YOU ARE DONE RINGING.**
4. **Count Attendance and Collect Offering**
  - During the worship service, count all present including children, pastor, musicians, those in the nursery, kitchen, and overflow seating; record on the calendar at ushers' station
  - Collect the offering using the plates in the back of the sanctuary (begin at front of sanctuary, ensure plates are moving down and back through sanctuary)
  - When the congregation begins singing the Offertory Song, 1 usher presents the offering and 1 Altar Guild member brings the communion elements forward
5. **Welcome to Communion: See the communion instructions on the reverse side**
6. **Ring Bell after sending song/before postlude**
  - 1 usher prepares to ring the bell (open the 3 doors again)
  - After the Sending Song, 1 usher rings the bell: 3 sets of 3
7. **After Worship in the Sanctuary**
  - No need to extinguish candles, Altar Guild does this
  - After the Postlude: clean up the pews - straighten hymnals and pew cards, recycle bulletins, and remove any items that don't belong in the sanctuary.
  - Gather the sheets from the red hospitality books and put them on the office desk
  - When worshipers have exited, turn off lights, and close doors
8. **Secure the Offering**

**With 2 adults present, not from the same household, not anyone under 18:**

  - Put all offering into the black pouch on the counter labeled "Sunday Offering"
    - Do **NOT** count any money or open anything. Just put it in the envelope.
    - **DO** put any money for Mission Assistance from Fellowship Hour in the appropriate smaller envelope.
  - **Put the envelopes in the dropbox safe (on the wall next to the mailboxes)**

## Welcoming Worshipers to Communion

Keep people moving smoothly to avoid "lag" time

Usher 1:

- Start at the front of aisle 1 (aisle closest to parking lot) and start excusing people out at the front of section A.
  - Excuse them out to their right so that they go out into aisle 1 and straight up to the altar rail.
- When that section is finished, remain standing near the pastors' chairs and direct people to fill in at the altar rail as space is available.

Usher 2:

- Usher 2 please start at the front of aisle 4 (aisle near piano).
- **When 2 rows of section A are done**, start excusing section D starting in the front.
  - Excuse them out to their right so that they go out into the aisle, around the back of the sanctuary, and down aisle 1 past Usher 1 to the rail.
- Then move over and do the same thing with section C and B.
- When band or choir is singing, they will go to the rail as soon as they can and fill in from the organ side over.

