

# Ushers

June 2015

## **BEFORE THE SERVICE**

- Ushers should be at the Church at least 20 minutes prior to the service.
- Parish doors to the sanctuary should be opened.
- Please wear a magnetic nametag "Usher" to benefit guests who may need direction or assistance. Nametags will be left on the first shelf of the bookcase under the bulletins.
- Put the hymn numbers on the hymn board during the summer months when PowerPoint is no longer used. (numbers are in a panel on the floor in the sacristy, which is on the left hand side at the front of the sanctuary)
- Distribute bulletins to people as they enter the sanctuary; Bulletins for the service will be on the shelf to the right of the sanctuary doors; **there may be a small supply of bulletins/activity pages geared for children** – if so, please distribute to the children as they enter the sanctuary.
- Wireless headsets are available for the hearing impaired on the shelves on the right hand side of the sanctuary doors. There is an 'on/off' switch to operate. Should batteries need to be replaced, charged batteries are in a labeled box in the banner closet on the right hand side at the front of the sanctuary. The headsets automatically set to channel 2 when turned on; should the member have difficulty hearing, ensure they've not changed the channel accidentally
- As the church fills, be alert for open spaces. Encourage people to sit as close to the front of the sanctuary as possible. If the balcony is not in use, overflow could be ushered to this area.

## **DURING THE SERVICE**

- When the service begins, close the Parish hall doors, unless there is overflow seating in the parish hall.
- Once the service is in progress, guide late arrivals to pews as it is sometimes difficult to see vacant pews, especially when the congregation is standing. Latecomers should **not** be seated during the prayers.
- **Count attendance** discreetly from the side aisle, (prior to children & teachers moving downstairs for Sunday school after the Children's message) include all children (& teachers who might be in the basement), choir members (include balcony) and worship leaders and record it on the attendance form which is posted on the bulletin board located in the parish hallway close to the basement doors. Counting may be done during the first hymn.
- **Collect the offering**; proceed to the front of the church once the prayers have ended and accept the plates from the acolyte. Start passing the offering plates at the front of the church and work toward the back. One usher needs to collect the offering from the people in the balcony. Once the offering has been collected proceed to the front and give the plates to the acolyte and return to the back of the church. Proceed to the front with the offering plates when the acolyte has moved to the front of the altar (the pastor will have given this cue to the acolyte. The Offertory music will likely still be in process.)
- At close of worship, open doors to the Parish Hall before the Pastor and the Worship Assistant arrive at the back.

## **COMMUNION**

- One usher will direct the communicants to the altar rail; begin with the front right pews and proceed to the back, then move forward on left side. Musicians may commune first, but ushers can get members started with lining up, keeping approximately 8 – 10 people in the aisle line.
- The other usher stands in the center aisle at the front row pew, and will direct communicants to the rail to ensure the rail is filled from right to left, and will hold the bottle of hand sanitizer to dispense on members' hands as desired. (hand sanitizer should be in one of the front pews).

## **AFTER THE SERVICE**

- Straighten the hymn books and collect leftover bulletins and other paper material and place it in the recycling box in the kitchen. (Note: the hymnals should be right side up and placed so that they are lined up when looking at them from the back of the sanctuary.)
- Ensure the headsets have been returned to the shelf in the parish hall.
- Remove your nametag and leave on the first shelf of the bookcase.
- Lights and fans should be turned off and the sanctuary doors closed.
- During the summer months, remove the hymn numbers from the Hymn Board.
- During the summer months, collect the reusable bulletins and place in the box provided.
- ENSURE ATTENDANCE IS NOTED.