

## Duties of Ushers

### BEFORE PEOPLE START ARRIVING:

- Arrive at least thirty minutes before the service.
- Ensure doors (also community office entrance) are unlocked. If they aren't, find a pastor.
- Find bulletins. If they are not on the usher stand, look in the office.
- Put hymn numbers on the board. Numbers are in the usher stand.
- Check and complete the usher checklist (on the usher stand).
- If there are no flowers up by the altar, check for flowers in the refrigerator downstairs.

### WHEN PEOPLE ARE ARRIVING:

- Ushers should be available to hand out bulletins.
- Hearing assistant devices are available as needed (in the usher stand).
- Usher people in who have special needs or if it is crowded and difficult to see where seating is still available.
- Light the altar candles five minutes before the service begins. (Lighter and matches are just inside the side sanctuary door.)

### DURING THE SERVICE:

- Close the doors to the sanctuary (except when it is hot or when there is a very large crowd).
- You may sit in the sanctuary to worship after the service has begun and people have stopped arriving.
  - However, keep your eyes open for latecomers and for people with special needs. A first aid kit is available in the drawer of the usher stand. An AED device is located on the wall across from the usher stand. If needed, call 911 from the office.
- When you are in the narthex, please do not visit with each other during the service since people in the sanctuary and in the balcony can hear you.
- Count the people, including children, people in the balcony, choir members, people in the Playground, and the ushers themselves and record the numbers on the Usher's Checklist. **Count from the balcony during the sermon.**
- Light candles over the baptismal font and paschal candle when there is a baptism or when celebrating anniversary of baptism. (Light these during the hymn of the day.)
- Come forward to receive the offering plates at the direction of the assisting minister and then return the plates to the assisting minister while the offertory is sung or at the direction of the pastor.
- Assist people who may need to go to the nursery or bathroom.

**Note: Instructions for Holy Communion are on the next page.**

### AFTER ALL SERVICES:

- Open sanctuary doors.
- Put out all the candles when the pastors have processed out.
- Receive hearing assistant devices and check to make sure they are all turned off. If it is reported to you that one doesn't work, label and place the device **in the church office**.
- Put church in order, pick up bulletins and other items left in the pews, and make sure there are two red hymnals in each holder. Recycle unused bulletins.

### AFTER LAST SERVICE:

- Make sure all doors to the outside are locked and go through the church to turn off all lights unnecessarily left on.
- Clean up the usher area and the coat rack.

### **DIRECTIONS FOR HOLY COMMUNION:**

- When serving communion at the rail, it is important that people move forward as soon as there is an opening.
- For communion at the rail, two ushers should follow the communion helpers in by the side door of the sanctuary and close the altar railing behind them. Then place the kneeling pad in the center. These two ushers should start ushering people from their pews.
- After everyone is served, an usher should open the altar railing and return the kneeling pad to the side.

### **DIRECTIONS FOR BAPTISM:**

- Before the service begins, place warm water in the font. There is a plastic pitcher under the usher stand.
- Light the candles over the font and the paschal candle during the hymn of the day.
- After the service, empty the font using the sponges in the plastic water pitcher.
- Empty the water from the pitcher, place the sponges in the pitcher, and place it back under the usher stand.