

Usher Guidelines

Goal: To welcome the people who are entering the sanctuary, distribute worship guides, collect the offering, and help meet any special needs that arise.

Service: Your commitment is for one year. At the end of the year, you will be given the opportunity to continue or to serve 2nd B in some other capacity. If you choose to continue serving as an Usher, you will remain on the same Usher team, assigned week of the month, and service time.

Usher Coordinator Responsibilities:

- Be the liaison between the Pastors and Head Ushers.
- Communicate with the Pastors and Head Ushers as needed.
- Recruit Ushers for all 8:30 & 10:45 teams.
- Contact Ushers at the end of the year to see if they will continue for another year.

Weekly Head Usher Responsibilities: (Usher listed first each week on the team list with **)

- Send reminders to Usher team one week prior to the assigned Sunday.
- Assign each Usher to a door greeter or sanctuary greeter position.
- Make aisle assignments for the collecting of the offering.
- Recruit extra Ushers to assist with the collection of the offering. Four Ushers are needed for the early service, and six are necessary for the late service.
- Find substitutes if needed.
- Take charge of any urgent situations that merit the involvement of the security guard or a call to 911.
- Close the entry doors as soon as the service begins.
- Work with the church receptionist to make name tags for new Ushers or replace lost name tags.

Usher Responsibilities:

- Wear the nametags that are kept filed under the counter adjacent to the entry doors.
- Arrive 20 minutes before the service starts and begin greeting people and distributing worship guides.
- The Usher designated to serve as the sanctuary greeter should stand just inside the sanctuary to greet and seat newcomers and assist people with special needs. Large print worship guides and hearing devices are available. The Usher should assist with walker, wheelchair, or motorized scooter parking as needed.
- The sanctuary greeter can direct preschoolers and elementary-aged children to the stand where the activity bags are displayed.
- At the beginning of the service, close the doors to the sanctuary and place a rubber door stop between the closed doors so they do not make noise if opened and closed during the service.

- To minimize door noise, one Usher is to be seated near the door during the service to greet and assist latecomers as well as those entering and exiting the sanctuary during the service.
- If you are unable to fulfill your responsibility as scheduled, contact your Head Usher or the Usher Coordinator.

Collecting the Offering:

- Before being seated for the service, Ushers may take an offering plate to their seats for convenience.
- The Lead Usher will make the aisle assignments.
- During the hymn sung just before the offering, the assigned Ushers will go to their designated aisles in the back of the sanctuary.
- During the last verse of the hymn, the Ushers will proceed to the front of the church in unison.
- The collected offerings and prayer cards are to be placed in the metal offering box located inside the sanctuary on the wall between the entry doors.
- Stack the offering plates and place them back on a shelf under the counter.
- Return your nametag to the file box.

Additional Seating:

- If there is a need for additional seating, please retrieve and distribute chairs located in the closet on the front right side of the sanctuary.
- Please help return those chairs to the closet once the service is complete.

Special Services and Funerals:

- Ushers may be called to assist in special services such as Christmas Eve, Ash Wednesday, Holy Week, and funerals.

Thank you for your service!