

## **Usher Guidelines**

**Number needed: Five**

**Time:** Four ushers should be at the church between 9:30 and 9:40 am. *Allow time after church service to pick up and discard bulletins and straighten the pews. A total of five (5) ushers should be called to help take up the collection.*

### **Duties:**

- Pass out bulletins.
- See that everyone is admitted and seated.
- Answer questions for persons attending for the first time.
- Take attendance.
- Collect the offering.
- **Clean up after the service.**

### **Process:**

- Ushers should be there between 9:30 and 9:40 am.
- Pick up the bulletins from the table in the hallway where coffee is served.
- Ushers should be stationed at each of the fixed doors at the rear of the Sanctuary.
- Two ushers take head count during first hymn.
- Encourage late comers to find seats up front
- All remain on duty to hold late arrivals to be seated during first hymn or during Gloria Patri.
- Close inside doors

### **Offering:**

- Ushers should determine beforehand which section they will pass the collection plates.
- When the elder asks for the morning offering, ushers should come forward from seats.
- The pews are marked to show where ushers should start collecting towards the back
- Two ushers should also go to the balcony.

*When all are finished, meet at the back of the sanctuary and wait for the playing of the Doxology. Then, come to the front of the communion table.*

- The elder will collect the plates and say a prayer.
- Stay until the elder has given the prayer of dedication and then return to your seats.

### **After the service:**

- Collect and throw away all discarded bulletins, including those in the hymnals and racks.
- Please replace hymnals and Bibles in the pew racks.
- There are two hymnals on either side of Bibles, the Children's Bible is in the center rack,
- The adult Bibles are on the outer racks – the larger Bible in back of the smaller Bible
- Collect the first page of the Fellowship Pads and put the Pads back on the center aisle seat of each row.
- Take the sheets to David's office and put in his box for him to make calls.

**Enjoy your coffee and thanks for your assistance.**