

**Usher
Guidelines**

Number needed: Five (one for balcony, four on the floor)

Time: The ushers should be at the church by 9:30 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:

- Stuff bulletins with The Wilton Presbyterian (announcements). Sometimes they may need to be folded before stuffing. The bulletins and announcements will be on the table in the hallway where coffee is served.
- Pass out bulletins.
- See that everyone is admitted and seated.
- Answer questions for persons attending for the first time.
- Collect the offering.
- Clean up after the service. (see “After the Service” below)

Process:

- Ushers should be there by 9:30 am.
- Ushers should be stationed at each of the fixed doors at the rear of the Sanctuary.
- 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
- One usher should 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 straighten hymnals and Bibles in the pew racks.
- Collect the first page(s) 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.