

An Usher's Ministry

Thank you for your service in this vital ministry of hospitality!

8:00

- I. Arrive 7:45. Read the bulletin (especially announcements) to be prepared to address pertinent questions. One usher is positioned at the North Main Street entrance; the other is at the side hallway entrance.
- II. Warmly greet *everyone*, hand out bulletins; encourage folks to put on nametags during times when we're using them.
- III. As folks come in, count them using the clicker.
- IV. After the service begins, *remain* at the back of the church.
 - a. Quietly greet latecomers and help them find seats.
 - b. Fill out the headcount slip in time to place it in the Offering Plate.
 - c. Return the clicker to its place on the table behind the last pew.
- V. After the Offertory Sentence, proceed down the center aisle and reverence the altar. Begin collecting the offering going back up the center aisle towards the baptismal font. Then collect the offering going down the side aisles toward the altar again.
 - a. Place the completed headcount slip ON TOP of the Offering Plate.
 - b. Bring gifts to the cCrucifer at the base of the steps, coming into the center from the side aisles.
- VI. Come to Communion LAST, indicating to the Celebrant that all have received.
- X. After the service, check pews:
 - a. pick up bulletins;
 - b. straighten up prayer books/hymnals;
 - c. put up kneelers.

Other duties:

- I. Be aware of the flow of the service; be ready to help in atypical situations:
 - a. Liturgical — sometimes you may be asked to move light furniture (i.e. small tables, projection screen) or check doors for processions, ring bells, etc.
 - b. Medical — Be aware of any emergencies that might arise. Use a cell phone to call 911 if deemed necessary. Note that a defibrillator is located at the end of the side hallway on the wall facing you just before entering the "welcome" area (with the green couches.)
 - c. Security — Very rarely we might be confronted with problematic or unruly people. (For instance, once a disoriented dementia patient was found wandering the church during a service.) Please use common sense in either calling 911 or helping them vacate the church, or whatever measure seems best for all concerned.

An Usher's Ministry

Thank you for your service in this vital ministry of hospitality!

10:00 (and most holidays and 9:00 services)

- I. Arrive in church at least fifteen minutes before the service begins. Two ushers are positioned at the North Main Street entrance; one is at the side hallway entrance. Read the bulletin (especially announcements) to be prepared to address pertinent questions.
- II. Warmly greet *everyone*, hand out bulletins; encourage folks to put on nametags during times when we're using them.
- III. As folks come in, count them using the clicker.
- IV. After the service begins, *remain* at the back of the church.
- V. After the service begins, *remain* at the back of the church.
 - a. Quietly greet latecomers and help them find seats.
 - b. Fill out the headcount slip in time to place it in the Offering Plate.
 - c. Return the clicker to its place on the table behind the last pew.
- VI. After the Offertory Sentence, proceed down the center aisle and reverence the altar. Two ushers collect the offering by coming back up the center aisle towards the baptismal font, while the other split off to collect up the side aisles.
 - a. Place the completed headcount slip ON TOP of the Offering Plate.
- VII. Look for a sign from the Celebrant and bring the gifts down the center aisle. Wait at the base of the chancel (altar area steps to give the Offering Plates to an Acolyte or Crucifer.
- VIII. Assist during communion by "directing traffic" flow.
- IX. Come to Communion LAST, indicating to the Celebrant that all have received.
- X. After the service, check pews:
 - a. pick up bulletins;
 - b. straighten up prayer books/hymnals;
 - c. put up kneelers.

Other duties:

- II. Be aware of the flow of the service; be ready to help in atypical situations:
 - a. Liturgical — sometimes you may be asked to move light furniture (i.e. small tables, projection screen) or check doors for processions, ring bells, etc.
 - b. Medical — Be aware of any emergencies that might arise. Use a cell phone to call 911 if deemed necessary. Note that a defibrillator is located at the end of the side hallway on the wall facing you just before entering the "welcome" area (with the green couches.)
 - c. Security — Very rarely we might be confronted with problematic or unruly people. (For instance, once a disoriented dementia patient was found wandering the church during a service.) Please use common sense in either calling 911 or helping them vacate the church, or whatever measure seems best for all concerned.