

You are scheduled to be an usher on _____ at the _____ service.

USHER'S INSTRUCTIONS

BEFORE THE ARRIVAL OF GUESTS

1. Arrive 15 minutes before the service.
2. Turn on all lights, if needed.
3. Turn on and arrange microphone system.
4. Check ceiling fans. If not on, turn on medium speed.

AS GUESTS ARRIVE

1. Hand out hymnals and bulletins. One usher should be up front to assist in filling front chairs.
2. Help direct any people to their seats who need help.
3. Be courteous, smile, and greet people cheerfully.
4. Back rows should be reserved for late-comers.
5. Handle overflow by setting up chairs in overflow room.
6. If necessary, light Acolyte's candle lighter.
7. Hand out "Prayer Concern" papers upon request. These are to be returned to you before the service. Right before the service, take these to Pastor and help him make a copy on the copier (all can be copied onto one sheet). Leave the copy on Pastor's desk and give him the individual papers to use during the service.

DURING WORSHIP SERVICE

1. Count attendance before or after offering (including ALL people in the nursery.) Record on calendar over Penny's desk.
2. Ushers will go forward to altar to receive offering plates from Acolytes.
3. During Communion Service, take offering forward along with Celebrant – those bringing bread and wine. Remain at altar until end of Offertory Prayer. During non-Communion service, the offering is taken forward and presented to Acolytes. Ushers return to back of Sanctuary.
4. When ushers give plate to person on aisle, turn to face Altar and step back to next row.
5. Need one or two ushers seated in back so they can see the arrival of latecomers and to help them be seated, etc.

AFTER THE SERVICE

1. Stand at hymnal rack to receive hymnals. Arrange in neat order.
2. Clean area of loose papers, bulletins, etc.
3. Save bulletins for Midweek Bible Study and for Prayer Service use.
4. Turn off speaker systems.
5. Turn off air and lights. (Be sure to check bathroom lights). In winter, turn down heat to 60.
6. Check with Pastor about locking up church.