

# Usher Sunday Morning Duties

*Almighty and eternal God, so draw our hearts to you, so guide our minds, so fill our imaginations, so control our wills, that we may be wholly yours, utterly dedicated unto you; and then use us, we pray, as you will, and always to your glory and the welfare of your people; through our Lord and Savior Jesus Christ. Amen.*

## The Usher's Role

Your primary role is to assist worshippers in finding seats and to manage the flow of ambulatory traffic during Communion. Always assist graciously and personably.

## Before the Service

A minimum of 4 ushers is required at each service.

1. **Arrive:** 15 minutes before the service
2. **Bulletins:**
  - Bulletins will be in the narthex.
  - Divide bulletins between the main sanctuary entrance and the side door.
  - One usher stands at the main glass doors to hand out bulletins and open the door; the other stands inside the side door to hand out bulletins.
3. **Recruit Oblation Bearers:** Ask a household to bring forward the bread and wine at the offertory.
4. **Greet & Direct:**
  - Greet all with a warm welcome and a smile.
  - Assist people in finding a seat, especially if the room is filling up.
    - Don't point. Escort people personally to a pew.
    - Ask folks to move down to make more room.
  - Be prepared to direct people to nursery, children's classrooms, restrooms, etc.
  - Please do not get lost in personal conversations with other ushers, etc. to the neglect of those coming in.

## 5. **Count:**

- Count choir and the liturgical ministers.
- Go to nursery and get the nursery & Godly Play counts.
- Count attendance in the sanctuary.
- Leave the tally on the back table where the bread and wine are placed before the Peace.

## **During the Service:**

### 1. **Guide & Direct:**

- Open doors for people entering or exiting the nave.
- Don't point. Escort late arrivers personally to available seats. Ask folks to move down if necessary.

### 2. **Alert Godly Play:** At the end of the sermon, let the nursery workers know there are 3 prayers until the Peace.

### 3. **Offertory:**

- **Gather:** During the Peace, ushers gather at the rear of the nave.
- **Send Up Bread & Wine:** Send up the Bread and Wine with the volunteer household as soon as offertory the music begins.
- **Pass Plates:** Depending upon the congregation's size, pass either 2 or 4 plates through the pews. 1 usher is needed at the end of each pew to collect and pass the plate. Once the plates have passed through each pew, gather as follows at the rear of the nave and await the MC's signal:
  - 2 ushers to carry the plates
  - Food donation wagon
  - Knots of Love offerings
  - Any other offerings
- **Bring Gifts to Altar:** At the doxology (i.e. "Praise God from whom all blessings flow,") come forward and pass each item to the waiting liturgical minister, bowing after passing the item. Step back slightly to allow space for the next offering. Once all has been offered, process to the rear of the nave.

- **Doors:** KEEP THE GLASS DOORS CLOSED to limit loss of air conditioning
4. **Eucharist:**
    - **Ushers Taking Communion:** 2 ushers should receive Communion at the very beginning of Communion, and 2 should receive last. This prevents unnecessary delay at the end of Communion.
    - **At the Rail:** At the MC's signal, 2 ushers come near the rail to guide people to it. Be ready with a hand to assist those stepping down.
    - **At the Pews:** 2 other ushers guide people from the pews to stand in line for Communion.
    - **Steady Stream:** A steady stream of people at the altar is the goal.
    - **Use All Rail Space:** Ensure that *all* space at the rail is used, including the center gate.
    - **Disabled Communicants:** Alert the Celebrant or MC if someone in the pew wants Communion but is unable to come to the rail.
  5. **Healing:** At least 2 ushers should remain near the altar rail to assist those stepping down from the altar.
  6. **Consumption of the Elements:** It is the duty of the Eucharistic Minister to consume the remaining Sacrament after Communion. If an usher is asked to assist, consumption must be made with all due reverence.

## **After Service:**

1. **Tidy Up:**
  - Collect bulletins or other refuse left in the pews.
  - Straighten books in the racks as needed.
  - Tidy the narthex in preparation for the next service.
  - Take food donations to the Outreach Room in the Ministry Center.



*Revised: 9/25/2017*