

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.

Before the Service

A minimum of 4 ushers is required at each service.

1. **Arrive:** 15-20 minutes before the service
2. **Podium:** Place visitor sign-in podium (with a working pen) in a visible, accessible location
3. **Bulletins:**
 - Bulletins will be in the narthex
 - Divide bulletins between the main sanctuary entrance and the side door
 - One usher stands at main entrance to hand out bulletins; the other stands *outside* the side door
4. **Recruit Bread & Wine Bearers:** Ask a household to bring forward the elements at the offertory
5. **Greet & Direct:**
 - Greet all with a warm welcome and a smile
 - Be prepared to direct people to nursery, children's classrooms, restrooms, etc.
 - As procession gathers just before the service, guide worshipers to the side door. (If sending to the side door, escort newcomers *personally*.)
6. **Count:**
 - Count attendance during the processional hymn
 - Count choir and the liturgical ministers
 - Go to nursery and get the nursery & Godly Play counts
 - Count late arrivers
 - Leave the tally on the back table where the elements are before the Peace.

During the Service:

1. **Guide & Direct:**

- Open doors for people entering or exiting the nave
- Personally usher/escort late arrivers to open seats

2. **Alert Godly Play:** At the end of the sermon (Amen), let Naomi know that 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 the music begins. *(This is new as of April 2016.)*
- **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:** 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:**

- **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 and await their turn for Eucharist.

- **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.

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.

