

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, to manage the flow of ambulatory traffic during Communion, and to maintain an awareness of the comings and goings of people through the doors. 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 outside 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. **Doors:** KEEP THE GLASS DOORS CLOSED to limit loss of air conditioning
2. **Quiet:** People in rear pews can hear conversations in the narthex even with the glass doors closed. If you must talk, do so quietly outside.
3. **Lock Rear Side Doors:** When the Celebrant says, "Please be seated," lock both rear side doors. Push and turn the lock clockwise 90 degrees. From that point in the service, people may *exit* through *any* door, but *all incoming traffic* must come through the *red* doors.
4. **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.
5. **Sit at Stations:** During worship, sit at the usher seats located next to the doors.
6. **Be Aware:** Throughout the service, be aware of the doors and people entering and exiting. Close the side doors when they don't "catch." As a matter of security, engage everyone.

7. **Alert Godly Play:** At the end of the sermon, let the nursery workers know it's almost time for the Peace.

8. **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 offertory music begins.
- **Pass Plates:** Depending on 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 at the doxology:
 - 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.

9. **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.
- **At the Pews:** 2 other ushers guide people from the pews to stand in line for Communion.
- **Steady Stream:** Keep a steady stream of people going forward.
- **Use All Rail Space:** Ensure that *all* space at the rail is used, always going from right to left.

- **Disabled Communicants:** Alert the Celebrant or MC if someone in the pew wants Communion but is unable to come to the rail.
10. **Healing:** At least 2 ushers should remain near the altar rail to assist those coming for healing.
 11. **Consumption of the Elements:** Ushers need not assist with the consumption of any remaining elements. This is the duty of the Eucharistic Minister.

After Service:

1. **Tidy Up & Reset:**
 - Unlock the rear side door during the closing procession.
 - Collect bulletins, trash, and lost items 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.

