

Being an Usher



Ushering is a wonderful opportunity to serve our fellowship. Thank you for volunteering.

Before The Service

- Please arrive at least 20 minutes before the start of the service.
- Decide who will be Head Usher (additional duties **highlighted** below).
- Get the Sunday Box from the Office Manager's desk in the Office.
- Put on a boutonniere.
- Light the altar candles. Lighters are in both pulpits.
- Read through these instructions and practice the offering as a group.
- Give each usher some of the printed Orders of Worship. Position two ushers at the center doors, and one at each of the side doors.
- Be helpful. Usually seating people is not needed. Encourage visitors to sign guest cards found in the pews and on the podium in the narthex. Completed cards should go in the offering plate.

Before The Offering

- **Head usher remains in the narthex to help latecomers. Other ushers take a seat until the prayer before the offering.**
- **Head usher closes the narthex and sanctuary doors after the children leave.**
- **Late comers should be seated from the side aisles and should not enter the sanctuary during prayers.**
- **Take attendance during the Time with Children; use the form in the Sunday Box. Place the completed form in one of the collection plates.**

Taking the Offering

- During the prayer before the announcement of the offering, line up in the narthex (the front entrance hall) by height, shorter persons in the lead. Open the center aisle doors.
- At the beginning of the announcement of the offering, walk quickly toward the Chancel steps at the front of the church.
- The two lead ushers stop in front of the minister, who will have come down the steps; the two following ushers split to either side.
- Receive the plates from the Minister. Lead ushers take the center aisle; following ushers take the side aisles.
- Pass the plates. Use common sense and eye contact to make this process smooth. Generally don't pass the plate from aisle to aisle if there are fewer than six people in a row.
- Two ushers should take the offering in the balcony; one should go to the Archibald Room, below the sanctuary, where there may be parents with young children.

Bringing the Offering Forward

- After completing the collection, line up in the narthex as you did earlier.
- When the Minister rises to receive the offering, walk quickly down the aisle toward the chancel steps.
- As soon as the Minister takes the plates, turn inward and walk quickly back up the aisle to the narthex. From the narthex, return to your seats using the side aisles.

After the Service

- **At the start of the last hymn, Head Usher opens the center aisle doors for the recessional.**
- At the close of the service, all ushers assist in cleaning up the pews. Return the Bibles and hymnals to the racks. Remove orders of worship and other items. Check and replace pew cards on which children may have written.
- Extinguish the candles in the chancel.
- Close the windows.