

## INSTRUCTIONS FOR USHERS

Updated February 2018

***Thank you for ushering for the 10:30 am worship service!***

***Who:***

Minimum of 2 people, more is helpful—children are invited to help, too!

***Description:***

Prepare the church to receive people for the service.

Welcome and give bulletins to worshipers.

Invite individual worshipers to serve communion (use the yellow communion instruction cards)

Answer questions and direct visitors to the guest book.

Collect offering, assist people going to communion, clean-up after service.

***Bring:***

- Nothing—just show up!

***Provided at Grace by the ushering station:***

- Bulletins, including a few large print versions
- Parking vouchers for those who park in the hospital ramp (almost everybody)
- Offering collection baskets
- Yellow communion service instruction cards
- Soft pew cushions that individuals who need them can take with them to their seat
- Hearing devices
- Blank name tags
- Usher's binder with these instructions and an attendance table for recording numbers of worshipers
- Writing utensils

***When and how long:***

Arrive 30 minutes before worship

Clean up takes about 15 minutes after worship

### **Before Worship**

1. Put on a name tag.
2. Unlock main sanctuary doors. On warm days, open the main doors as well as the windows in the sanctuary (unless air conditioning is on...coming in summer 2018!).
3. Place some bulletins outside the door by the organ (on the desk in the foyer closest to that door).
4. Turn on the lights (if they aren't on already). The stairway light switch is at the top of the stairs to the basement. The Sanctuary light switches are on the wall outside of the Sacristy. (Turn **all** switches to a full ON position).
5. Check the guest book to make sure it is open and there is a pen.

6. Put out the blue parking sign on the sidewalk near the corner crosswalk, arrows pointing toward the hospital ramp (if it's not there already).
7. About 10:15, light the candles on the altar and the Christ Candle. Matches are in the sacristy on the counter or in the top drawer; the candle lighter is hanging on the side of the tall closet. Plug in the light behind the cross. (The outlet is behind the altar on the left.)
8. Close the door by the pulpit.

*As worshipers are arriving...*

9. Greet people as they enter and give them a bulletin. Invite visitors to sign the guest book.
10. Ask two people to help with offering (total of four people needed, optional fifth to do the balcony).
11. Be sure 5 of the 7 yellow instruction cards for serving communion have been picked up (invite worshipers to serve and choose a station from the cards); the other two cards go on the front pulpit-side pew for two pastors.
12. Assist people with hearing devices as needed. (The devices & instructions are in a basket in the "hidden cabinet" in the Narthex.)
13. Note the availability of children's activity bags to visitors with children.

### During Service

1. **REMAIN NEAR THE BACK:** It is helpful to have at least one usher stay in the narthex, rather than sitting down in the sanctuary during worship. Late-comers can be greeted, and people requiring assistance will have a person to approach. Thank you for keeping a watchful eye for helping opportunities!
2. **TAKE A COUNT:** At 10:45 or after, count the people attending worship, including the balcony and people and children downstairs. (TIP: it is easier to count from the balcony.) Record the number on the attendance sheet in the usher's binder.
3. **COLLECT THE OFFERING:** Walk to the front of the pews when the music begins, two people in the middle aisle, one each in the side aisles. Pass the offering baskets to the first rows; collect the baskets from the next rows. One person take a basket to the balcony to collect offering. At the usher's table, combine contents into one or two baskets. Separate the blue prayer request cards from the offering and place them on top of one of the baskets.
4. **BRING OFFERING TO THE PASTOR:** One or two ushers take the baskets and prayers cards to the pastor at the altar as the offering music is closing—wait for the pastor's cue. Remain facing the altar, until the pastor returns to the altar, and then return to the back.
5. **USHER FOR COMMUNION:** When communion servers are getting situated in their serving places, two ushers walk to the front row, middle aisle, and Invite people forward by row, each usher directing a side. If someone indicates they would like communion served to them in their pew, inform the servers.
6. **OFFER PARKING VOUCHERS:** As people are exiting the sanctuary after worship, one usher stands near the usher's table with the rainbow cup of parking vouchers (to be more visible).

### After Worship

1. **STRAIGHTEN UP THE PEWS:** Pick up trash and collect extra bulletins. Take out bulletin inserts (if present) and leave out on table. Put used bulletins in the recycle box in the narthex and put unused bulletins in the office. Straighten hymnals.
2. **CLOSE UP:** Turn off lights, extinguish candles, close windows, and turn off fans. If offering baskets are still in the chancel area, bring to office. Bring the blue parking sign in from outside.

*Thank you for volunteering to usher this Sunday! Your service is greatly appreciated!*