

## INSTRUCTIONS FOR USHERS

Updated March 2023

*Thank you for volunteering to usher for the 10:30 am worship! (Summer = 9:30 am)  
Your service is greatly appreciated!*

### **Who:**

Two to three people.

### **Description:**

Prepare the church to receive people for the service.

Welcome and give bulletins to worshipers.

Recruit communion servers and offering collection partners.

Answer questions and direct visitors to the guest book, restrooms, etc.

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

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

- Bulletins, including a few large print versions
- Parking vouchers for those who park in the hospital ramp
- KN95 face masks
- Soft pew cushions that individuals who need them can take with them to their seat
- Hearing devices
- Blank name tags
- Usher name tags (laminated yellow cards)
- Usher's binder with these instructions and an attendance table for recording numbers of worshipers
- Writing utensils
- Offering baskets

### **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.** If you have a "permanent" tag, place a yellow Usher tag behind your name.
2. **UNLOCK** main sanctuary doors (if they aren't already unlocked).
3. On the usher's table (to the right of the sanctuary doors), **PLACE PILE OF BULLETINS** (check office if bulletins are not on the table), rainbow cup of parking vouchers, and masks. Both regular and large print versions of the bulletin are available. The bulletin is the same for the 8:15 and 10:30 services, so if you run low, check the recycling basket.
4. **PLACE 5-10 BULLETINS**, 2 of which are large print versions, at the other entrance to the sanctuary, outside the door by the organ — on a stand or the desk there.
5. **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).
6. **CHECK THE GUEST BOOK** to make sure it is open and there is a pen.
7. **CHECK PEWS** for tidiness: stock yellow Welcome cards, straighten children's welcome cards, etc.

8. **ABOUT 10:15, LIGHT THE CANDLES ON THE ALTAR** and the ~~Christ Candle~~ (check with a pastor...the Christ candle is lit for certain occasions). Matches are in the sacristy on the counter or in the top drawer; the candle lighters are hanging on the side of the tall closet. Plug in the light behind the cross, if it's not hiding under sanctuary decorations. (The outlet is behind the altar on the left.)
9. Check to see that **THE DOOR CLOSEST to THE PULPIT IS CLOSED** (the "not an exit" door).

*As worshipers arrive...*

10. **GREET PEOPLE** as they enter and give them a bulletin. Invite visitors to sign the guest book.
11. **ASK 2 PEOPLE TO SERVE THE WINE/GRAPE JUICE DURING COMMUNION.** Give them the instructions for serving or describe to them the role (provided – yellow laminated cards). *On Sundays when we have an assisting minister, only 1 communion server needs to be recruited.*
12. **ASK 2-3 PEOPLE TO PARTNER WITH COLLECTING OFFERING** (5 people total = 4 on the main floor, 1 in the balcony). *It is best to have this many people collecting – using only 2 ushers doesn't ensure enough time to finish before the offering music has concluded.*
13. **ASSIST PEOPLE WITH HEARING DEVICES** as needed. (The devices & instructions are in a basket in the "hidden cabinet" in the Narthex.)
14. Note the availability of **CHILDREN'S ACTIVITY BAGS** to visitors with children.
15. Resist the temptation to organize name tags on the walls...unless any have dropped to the floor or are otherwise misplaced. People will find them where they left them the last time they were in.

### 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 takes a basket to the balcony to collect offering. At the usher's table, combine contents into one or two baskets.
4. **BRING OFFERING TO THE PASTOR:** One usher takes the baskets to the pastor at the altar during the offertory music; the pastor will offer a cue to do this. 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, one or two ushers walk to the front row, middle aisle, and invite people forward by row, each usher directing a side – one usher might be able to direct both rows, just use your best judgment. Be the last to commune. 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; both used and unused bulletins should go in the recycle basket in the narthex. Straighten hymnals and welcome cards.
2. **CLOSE UP:** Lock narthex doors, extinguish candles, turn off lights. If the offering basket is still in the chancel area, bring to the office (wherever the money counters are these days).