

Ushering Ministry Guidelines (Updated February 16, 2010)

If you are unable to usher on an assigned date, please exchange dates with another person on the schedule and make your Team Captain aware of the change. If you have questions about your responsibilities, please contact your team captain.

___ Report for duty 30 minutes prior to the beginning of the service.

___ Go to storage room (last room on right side of Sunday School wing) and get a wheel chair. Bring it to the foyer for anyone who may need it.

___ Survey the sanctuary and make sure each pew has *Sing the Faith*, *The Presbyterian Hymnal*, and Bibles. Remove any trash in the pews or pew racks, replace decorations that may have fallen, and otherwise ready the sanctuary, as needed.

___ Survey the sanctuary set-up in preparation for collecting the offering (for example, see if the bell tables are set up in the front of the sanctuary; if so, revise, as needed, the process for collecting the offering).

___ Stand at the back end of the sanctuary aisle at which your team captain places you. Greet worshippers, offer to usher them to their seats, and give them bulletins. Be ready to provide hearing assistance systems, large print bulletins and/or large print hymnals to those who need them.

___ Assist in setting up additional seating, if asked to do so by your team captain.

___ Seat late arrivals at opportune times in the worship service (for example, during hymns rather than prayers or readings).

___ As the worship assistant welcomes everyone to the service, distribute friendship pads to worshippers in the following manner:

- a. Two ushers walk along the outside aisles to the front pews of the sanctuary; two ushers stand along the outside aisles adjacent to the back pews of the sanctuary.
- b. All four ushers distribute friendship pads to worshippers sitting closest to the outside ends of each pew. Ushers at the front of the sanctuary move toward the back; ushers at the back of the sanctuary move toward the front.

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___ After the worship service begins, make sure that all doors in the Sunday School wing (except the room where Sunday School is being held) are empty and locked. Do not lock the church office door, but do keep an eye on the office. Be sure you know where the children are in Sunday School and nursery in case an emergency should arise and you need to escort these children from the building.

___ As the worship service begins, seat yourselves in the seats along the back wall of the sanctuary. Remain seated unless you must stand to perform your duties. Monitor hallways, choir room and church office. Assist anyone needing guidance. Be aware of security concerns.

___ Be aware of emergency needs that may arise during service. Assist as needed. (An Automated External Defibrillator AED is mounted on the kitchen wall, and the telephone is in the church office). The church address is 302 Denbigh Boulevard. In case of fire or emergency requiring the police you can use the phone in the office.

___ When the offertory music begins, all four ushers, walking two abreast and carrying offering plates, move up the center aisle from the back to the front of the sanctuary to collect the offering in the following manner:

- a. The front two ushers move across the front of the sanctuary to the closest outside aisle. As they move across the front, they offer, but do not hand, the offering plates to those seated on the front pews.
- b. The rear two ushers stop in the center aisle at the second pews and wait for their partners to stand on the outside aisles of the third pews.
- c. The four ushers pass their plates, keeping them moving in opposite directions. The ushers in the center aisle receive the plates they have been passed and start them again at the next pews back. The ushers in the outside aisles receive the plates they have been passed and start them again two pews back. If ushers receive two plates at the same time, they should pass one plate to the next appropriate pew and hold back the second plate. Once the plate that has been passed reaches the opposite end of the pew, both ushers begin to pass their plates in the prescribed manner.

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- d. After the offering is collected, the four ushers stand two abreast at the rear of the center aisle and process toward the Communion table as the Doxology begins to play.
- e. Ushers stand on the ground level at the front of the sanctuary facing the cross and communion table and remain stationary as the Prayer of Thanksgiving is offered.
- f. The four ushers turn and recess to the rear of the sanctuary in the same order in which they processed to the front.
- g. The ushers hand their offering plates to the ushering team captain. Please go outside of the sanctuary to transfer the money into one plate so that the clanking noise is not a distraction to worshipers.

___ **Before the Postlude:** Remove any chairs that have been set up for worshippers. BE SURE TO LET WORSHIPERS KNOW THAT YOU ARE REMOVING THE SEAT BEHIND THEM PRIOR TO TAKING THE SEAT. As the last hymn is about to end, two ushers are to move along the outside aisles to the front of the sanctuary. Remain stationary as the benediction and choral benediction are said and sung. After congregants depart the sanctuary, these ushers return hymnals to their racks and remove used bulletins and other trash from the pews and hymnal racks. On Communion Sundays pick up and dispose of communion cups. Please do not rush people out. Remember hospitality!

___ **After the Postlude:**

- a. The other two ushers take the friendship pads to the church office, remove the top sheets, and place them on the administrative assistant's desk. These ushers make sure that pencils have graphite and are reattached to the spines of the friendship pads. Replace pencils that are not in working order. (Extra pencils are located in the ushers' closet.) Return friendship pads to the ushers' closet. Alert church office by leaving a note on the desk if more attendance sheets are needed.
- b. Assist Team captain in returning hearing assistance systems to ushers' closet. Return wheel chair to storage room. Assist with any other duties as needed and requested.