

IF YOU ARE SCHEDULED TO SERVE AS **Usher(s)****

Ushers are a most important part of ensuring a meaningful experience for the worshiper. You project an assurance of order and contribute to a hospitable environment by your warmth and friendliness. Attempt to keep congestion at rear of sanctuary to a minimum (politely invite people to be seated, and quiet, once announcements have begun). Be alert for members/visitors who need assistance and to those who may have disabilities requiring **special needs**.

I. Before Worship

- A) Arrive by 9:30 AM. Put on your name badge.
- B) Confirm that Greeters know they need to assist in collecting offering.
- C) Get worship bulletins (from counter in church office), and stand at sanctuary entrance by 9:40 to hand out bulletins.
- D) Assist Acolyte with robe (hanging in coat area).

II. During Worship:

- A) Send Acolyte to light altar candles during prelude. (Give acolyte candle lighter stored in rack by sanctuary door; light wick of candle lighter; send acolyte up center aisle.)
- B) Sit on pew near sanctuary door to assist late arrivals with bulletins and seating (ask them to wait during prayers); quietly open and close sanctuary doors for any entries/exits.
- C) Collect prayer requests during first hymn. (Using baskets on top of cabinet go down outer aisles, discretely collecting any requests.) Baskets are not passed down pews. Take requests to pastor. Make sure to check all baskets.
- D) Take attendance count, after children leave. Record total (very important!) in black book on cabinet including the choir.
- E) **Collect offering with Greeters**
 - 1. Proceed down center aisle in twos
 - 2. Stop and wait for pastor to present plates
 - 3. Greeters go to outer aisles
 - 4. Ushers go to center aisle
 - 5. Pass plates down the pews starting with the front rows and finishing at the back
 - 6. Take plates from Greeters and bring them forward down the center aisle during the Doxology and give them to pastor
 - 7. Remain up front during prayer
- F) Send Acolyte to extinguish altar candles during the last hymn.

III. After Worship:

- A) Assist acolyte in returning robe and candle lighter to appropriate storage.
- B) Straighten sanctuary; **(including choir loft)** place used papers and bulletins in recycle basket; replace hymnals.
- C) Help collect communion cups, and return them to kitchen on occasions when communion is held.

****If you are unable to be present on your assigned Sunday, PLEASE arrange to switch with another or find a substitute and instruct him/her of the Usher responsibilities. Please inform Doris De Fer 314-469-1759, and church office of any change 314-434-4991. Thank you for your stewardship!**