

Dear _____ TO SERVE AS **Ushers****

FOR WORSHIP ON SUNDAY, _ Acolyte(s): _____ Acolyte Assistant:

Welcomer: _ Greeters: _____

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 **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. **Please be sure to offer Children's Bulletins (crayons in cabinet).**
- D) Assist Acolyte and Acolyte Assistant with their robes (hanging in cloak area).

II. During Worship:

- A) During prelude light wick of candle lighter that is stored in rack by sanctuary door; then hand it to the Acolyte.
- B) Send Acolyte (with Acolyte Assistant) Up the center isle to light altar candles during prelude.
- C) 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.
- D) 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.
- E) Take attendance count, after children leave. Record total (very important!) in black book on cabinet including the choir.
- F) **Collect offering with Greeters (See Diagram: *Collecting the Offering with the Greeters* next page)**
 - 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
- G) Send Acolyte to extinguish altar candles during the last hymn.
- H) The Acolyte Assistant will also go to close the Bible.

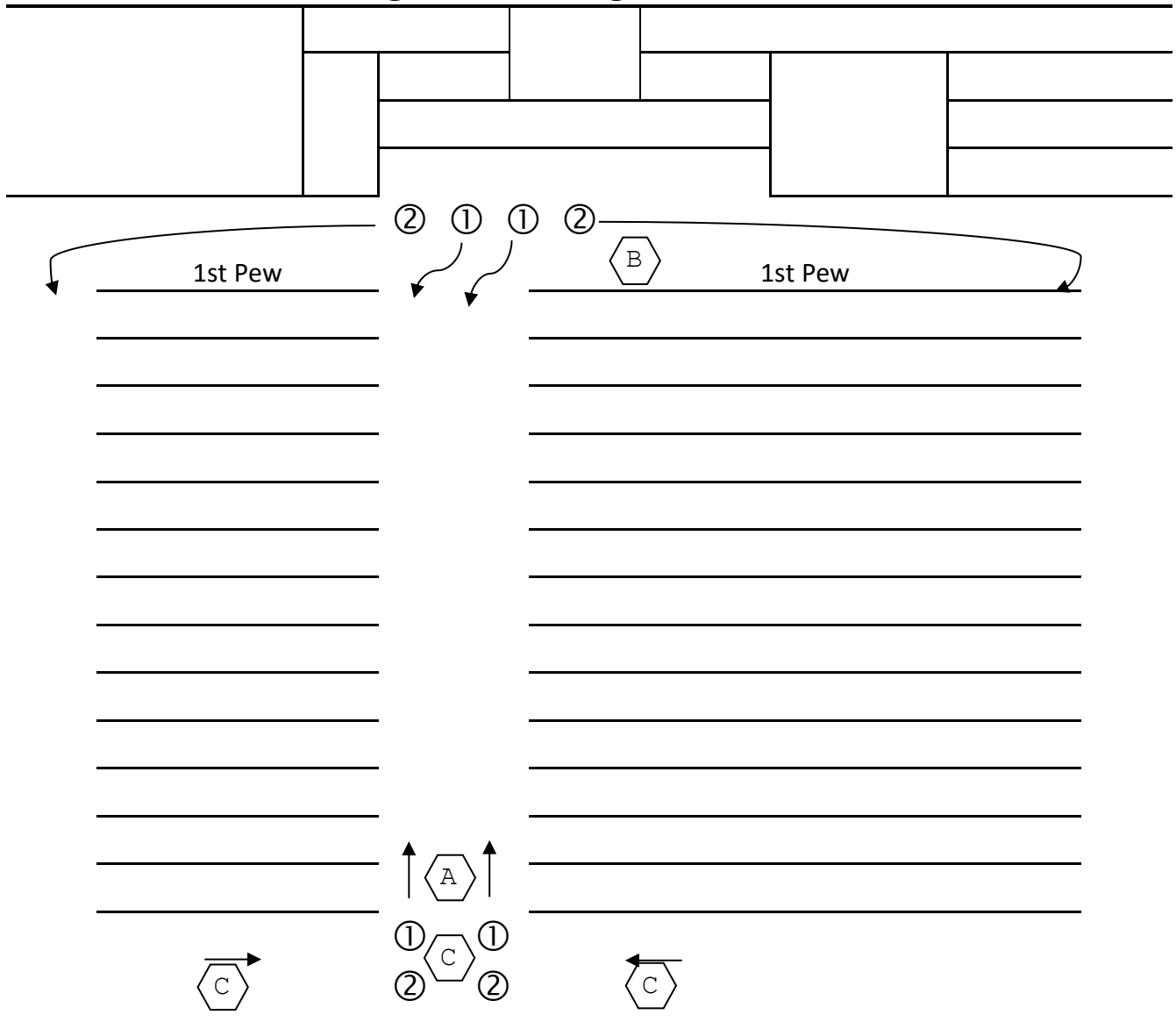
III. After Worship:

- A) Assist acolyte and assistant 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 them of the responsibilities and then church office of any change 314-434-4991. If you are unable to find a**

Thank you for your stewardship!

Collecting the Offering with the Greeters



“Collecting the Offering”

- A** As soon as the pastor stands and says the offering sentences, the Ushers (①) and Greeters (②), move forward to receive the offering trays.
- B** Following the offering sentences, the pastor will hand the offering trays to the Ushers who will in turn give an offering tray to the Greeter. **Ushers** (①) pivot toward the center and **Greeters** (②) towards the outer sides, who then proceed down towards the back as indicated.

After collecting the offering, all return to center aisle.
Greeters will give plates to Ushers.
- C** Ushers (①) Come forward as “Doxology” is sung. Pastor will pray, pick up the offering trays; you then recess by center aisle.
Ushers and Greeters may return to seat during the Doxology.