Instructions for Ushers (as of 10/25/17)

1. There should be two ushers each Sunday morning. Please arrive at least 15 minutes before the start of the service. Unlock the side door near the altar. (this is for safety in the event of an emergency)
2. Welcome people as they arrive and hand out bulletins. Encourage people to enter fully into the space, not stand in the doorways talking.
3. Ask visitors to sign the guest book. Assist them in finding a pew and the necessary books. It is always good to encourage a member to sit with visitors to offer help with the service, if needed.
4. Fill out the usher’s log sheet. This may require going to the Sunday School rooms to count people there. Write the number of people on the paper. It log sheet is to be placed on the top offering plate at the time the gifts are brought to the altar.
5. During the Peace one (1) usher is to alert the teachers it is time to return. The usher is to be the last person to return to the nave.
6. During the offertory, collect the offerings. Come to the front of the nave, collect the plates and, beginning at the front of the nave, work back. Stack the plates one on the other. Put the ushers log on the top plate. One usher brings forward the plates while the other carries forward the bread and wine.
7. At communion allow the choir to come forward first then invite the rest of the congregation to the communion rail. Inform clergy if someone needs communion brought to them in the pews.
8. After the service plate the collection in an envelope and put in the treasurer’s mail slot.
9. Check the pews for bulletins or other remaining items needing to be cleared away.