

Updated Usher Duties/Responsibilities 9/23/10

All Regular Services

Before Service

Ushers should be at church 30 minutes before start of worship service (appropriate attire)

Pick up Usher Badge from mailbox.

Unlock Doors before service – hanging hex key (don't forget carport entrance)

Check outside front entrance for debris, snow, ice – salt and shovels in custodial room

Usher supplies – bulletins – hanging count sheet – Usher room north of sound room.

Hearing units will be laid on the sound counter before service by AV Group

Rope off church seating areas if necessary – especially Sat/Thurs services

Lights – 3 locations plus remote – currently 6 presets (error to preset #1) Never >90%

1) Normal 2) Sermon 3) Communion 4) Baptism 5) Choir 10) Center aisle

Open all 3 doors to worship area. Turn on Fans if necessary

If it is a communion service touch base with the Elder to make sure all on same page

Ushers stand out side worship areas handing out *Announcements and Greeting*

Bulletins will be laying out by doorways so they can be taken if wanted.

Try to keep the handicap seating open.

Try to keep back marked pews open for families with children.

If 5:30 pm service and sunny steer to north side

Have candles lit and turn on Baptismal Font water switch 5-10 minutes before the service

During Service

Close 2 side doors when service starts. Organist will ring bells

Usher seating – one by each pillar – rest next to sound room.

Identify extra collection helpers if needed – 8 max.

Collection plates – 8 new large and several overflow – all plates will be kept in back

Count the number in attendance during the collection of the offering. (include ushers and check the Mothers room area)

Take all collection plates to front and lay them on the alter. Don't combine. Don't wait for prayer.

After Service

Except for Sunday late service have an usher stand by pillars to collect any unwanted bulletins

Don't usher out – Put out candles and turn off Baptismal water switch

Remember to have 2 *adult members* put the offerings into the safe

Turn off Fans and straighten up worship area. Check Bathrooms for any issues.

Lock outside doors after service only after all handicapped individuals and guests have left the building. If there are still a number of individuals left please ask someone who looks like they are staying over, who know what they are doing, to lock up for you.

If unable to be present for ushering make sure to notify your Usher Lead in advance

Special Thursday Night Service Duties

Fill Baptismal Font

Special Sunday Late Service Duties

Drain Baptismal Font

Take extra bulletins and Weekly Attendance slip to office in basement.