

Usher Duties

updated March 15, 2020

Preparation by The Usher Captain:

Consider how many ushers you'll need. Two are enough for most services. You'll want four for heavily attended services (e.g. Christmas and Easter).

Consider finding other people to usher instead of doing it yourself. Especially consider people who are new to the church. Ushering is an easy task, and doing it makes one feel a part of things.

Inform the church office who will be ushering by Tuesday morning so that the names can be printed in the worship bulletin.

Usher Duties:

Before the Service

Arrive at the church at least one half-hour before the service begins. Wear name tag.

Check with the Pastor for special requirements.

Worship bulletins are put in a plastic bin by the office manager. Check the church outer office for the bin. If it isn't there someone may have brought already it to rear of sanctuary.

Leave some bulletins on the small table in the sacristy (connector hall behind organ) for people who enter that way.

Get the offering plates from the top drawer in the cabinet in the sacristy. You will need two offering plates for two ushers, and four plates for four ushers.

Turn on the public address system unless it is already on. Open the door of the large black metal box on the rear wall of the music office. Turn on the orange power switch at the lower right. Ensure that the pulpit and lectern microphones are working.

Listening devices are located to the right of the double doors at rear of sanctuary. Notice there are two styles of headsets, one to go over the top of the head and one to go behind the neck.

Check that the altar candles are both at least two inches in length by lifting the brass top of the candlestick out of the white tube. Light the candles after the choir has finished rehearsing and before the start of the service. A lighter is on the seat to the left of the altar. **Do not light the candles if they are less than 2 inches.** There is a second set of candlesticks on counter in the music office that can be substituted for the ones on the altar if time is short. Replacement candles are in white boxes on a shelf in the music office. Ask for assistance if you haven't changed the candles before. Replacement wicks for the lighter are by the spare candles in the music office.

Ask someone to unlock door to the Dangerfield Room (Bride's Room) next to Narthex. When it is cold, turn up the heat on the thermostat.

Greet people as they arrive and give them bulletins. Note new attendees so they can be welcomed during coffee hour.

Write the date on a new page in the “Joys and Concerns” book on the tall table at main entrance to sanctuary. Bring the book to the Pastor right before the service begins.

During the Service

Close the doors to the sanctuary as the choir is processing.

Leave some bulletins on the last pew or table next to last pew for latecomers.

Count the entire congregation, including children, choirs, Pastor, and organist.

Record the attendance number and the weather in the notebook in the drawer of the tall table near main entrance to sanctuary (where the Joys & Concerns book is kept).

Offering procedure:

- Walk together down the center aisle with plates when the Pastor says “The offering will now be taken”.
- Pass the plates, pew by pew, staying even with each other.
- When collection is finished, wait at the rear until the Pastor stands and gestures for congregation to rise.
- Walk to the front and hand the plates to the Pastor.
- Remain there through the Doxology and prayer then walk down aisle to rear of church.

Pay attention for special circumstances in the congregation such as an illness.

After the Service

Extinguish the altar candles.

Collection processing procedure:

- Find the deposit bag on the counter in the music office. If not there get it from Treasurer’s assistant.
- Find one deposit slip on counter in music office.
- Check the box in the narthex for offerings deposited there. The key is on the keychain hanging behind the cabinet in the Narthex (on the left side).
- Take the offering plates and any offerings from the narthex box into the music office. Count the cash offering. Do not open pledge envelopes or other envelopes. Find a helper and ask him or her to check your count. Record the totals on the deposit slip. Record the totals for the box in the narthex separately. Both you and your helper should sign the deposit slip.
- Put the cash offering, deposit slip, and all checks and pledge envelopes in the deposit bag. Close the deposit bag and give it to one of the treasurer’s assistants (Geof Lyon, Charlie Brackett, Jack Reed or Fred Witte).

Return the offering plates to the sacristy cabinet.

Tidy the pews, put hymnals back, and pick up trash and discarded bulletins. Put all left over bulletins back in the bin and return it to church outer office.

Ensure that all headsets are turned off and are placed in their charging base with the belt hook toward the wall so the red light illuminates.

Turn off the public address system by turning off the orange switch. Do not turn off any other switches. Close door to the Dangerfield Room.

Turn off heat in the Bride's Room and shut and lock door (push in doorknob button if not locked).