

## **USHER INSTRUCTIONS – 11:00 a.m. Worship**

**Revised May 2010**

Thank you for your willingness to serve as an usher for First Presbyterian Church. You are providing an important service to our church in facilitating a smooth functioning of our worship service as well as being a front line representative of the church to our members and visitors. Ushers affect the quality and spirit of a worship service and the impressions made on visitors are often shaped by the ushers.

Your head usher will contact you several weeks prior to the time you are scheduled to serve as usher. Please read these instructions prior to your first service and arrive at least twenty minutes prior to the start of the service. If you are unable to serve on a particular date you should inform your head usher as soon as possible so that he or you may arrange for a substitute. Even if you will be absent at the last minute, inform your head usher so that he knows whether or not he needs to get someone to stand in. Attire will be coats/ties for men and dresses/suits for the ladies. As your badge of office, ushers wear an artificial carnation on their lapel or blouse. A box of carnations is in the right side cabinet of the narthex.

When you report in to your head usher he will give you your assignments and any special instructions for the service. You may be assigned to stand by one of the interior doors and pass out bulletins or to stand at one of the outside doors to aid persons entering the church. As the sanctuary begins to fill, keep an eye out for spaces that late comers can fill as needed. The first Sunday of each month is Communion Sunday and some of the ushers may be requested to assist. Your head usher will provide these details.

After the service has begun and most of the late comers have gone through, some of you will be asked to take a headcount of a section of the sanctuary. You should quietly enter one of the side doors, opening the doors inward to the narthex, and stand at the back of the sanctuary. To the best of your ability, count the number of heads in that section and report them to your head usher. Return again by the side doors quietly opening the doors inward on your return.

The head usher will tell you when to return to the narthex for the offering collection.

Line up in two lines behind the lead ushers in front of the center set of doors and get an offering plate. The head usher will open the doors inward and indicate when the lines should move out.

Generally when the ministers say "...as the ushers are coming forward..." The lead usher on each side will stop at the front of the sanctuary even with the far ends of the first center section pews. Try to keep even and together as you walk down the aisle and position yourselves in front of the pews. You don't need to try to keep in step but try not to give the appearance of an undisciplined mob moving down the aisle.

As you face the pulpit, the first two ushers on each side will service the outside pew sections and the next two ushers will service the inside pew sections two ushers per section. Be aware of where your partner has been and do not send another plate down the same row. If there are large empty sections in the pew you may hold the plate for some of the members without sending it all the way down the row. Be aware of what your partner has done in that row. At the back of the sanctuary, offer the plate to anyone seated on the benches at the back wall. When you have completed your section, return through one of the side doors (opening the doors inward) and return to the narthex.

Once all the ushers have returned, the collections will be consolidated into two collection plates and the head usher will choose two ushers to return the offering to the communion table. At the beginning of the Doxology, the two ushers will enter the sanctuary on the center aisle, place the plates on either end of the

communion table and immediately exit by the two side aisles to the back of the sanctuary. Enter the narthex through the side sanctuary doors.

Ushers will be asked to help clean up the sanctuary after the service, picking up bulletins from the seats and pulling out those stuck inside the hymnals. The attendance pads may be lying on the seats or may be placed back in the racks. Please pick up and tear out the current week's sheet from the pad on each pew row. The head usher may ask ushers to take specific pew sections or you may begin on your own, but it is important to be sure no sections are missed.

Personal items left behind and attendance sheets go to the receptionist desk located in the office hallway. The bulletins/inserts go into the recycle bin in the chapel. Be sure to return your carnation and pin to the box in the narthex.