

USHER INSTRUCTIONS

(Revised June 2018)

Preparation

- Please arrive at 9 am.
- Raise the American and rainbow flags on the pole outside, or ask a fellow early-arriver to help you. The flags are kept in the credenza in the narthex. The American flag is hoisted first, then the rainbow flag. Do not raise the flags if it is raining.
- Close the restroom doors.
- **The doors leading into the sanctuary from the narthex should remain closed,** to be opened only when used to enter and leave.
- Find the blue pew pads in the credenza and place one for each row of benches in each of the four sections (two sides, two center/middle), as well as the pews along the back walls and in the choir loft.
- Take the four offering plates from the credenza, along with the Attendance Record Book, and place them on the table at the rear of the sanctuary.

Before Worship

- One usher should stand in the narthex outside the doors leading into the sanctuary and open them for worshipers to enter. This usher does not distribute bulletins but should observe whether persons are wearing nametags and, if not, ask if they have one in the rack outside. This usher also encourages all those entering to move steadily into the sanctuary to avoid congestion at this point.
- Two other ushers should position themselves **inside** the sanctuary at either side of the doors to distribute bulletins.
- The remaining usher can assist where needed—opening the other sanctuary door, handing out bulletins, or guiding worshippers to available seating.
- **Please ask people who come early during choir rehearsal to talk quietly or take their conversations into the narthex.**
- Decide which of you will do the count.

During Worship

- Sit in the back of the sanctuary. Welcome and give bulletins to latecomers.
- After the Time for Children, one usher should count the children and teachers as they leave the sanctuary. Then count all remaining people in the sanctuary, adults, children and choir separately. Record the totals, including the minister(s) and yourself, in the Attendance Record Book.
- When the Time of Prayer begins, collect prayer cards offered by members of the congregation and the choir and take them forward to the minister who will have called for them.
- During the Time of Giving, come forward in separate aisles (2 people in the center aisle, 1 person in each middle/side aisle) as the Offertory music starts and pass the offering plates row by row from **front to rear. Face the congregation when passing the plates.**

Do not collect from members of the choir (they will leave their offerings in the office), unless a specific request has been made to deposit something other than the money offering in the plate.

Do not collect from the pastors, although you will want to check with the liturgist (sitting in the same front row) to see if he or she has anything to put in the plate.

- During the Doxology, two ushers should bring all four plates forward to the Communion table using the center aisle, and return the same way to the back of the sanctuary for the Dedication Prayer. On Communion Sundays or any Sunday when the Communion table is in use, place the plates on the pedestal set to the side of the Communion table.

After the Congregation Has Left the Sanctuary

- Check for personal items that may have been left behind and place them in the lost and found basket on the credenza in the narthex or on the rack in Koinonia Hall, unless you can find an owner.
- Collect the blue pew pads, checking each one to make sure all completed forms were removed. If any completed forms are left in the blue pads, they should be removed and placed in the church office. Return the blue pads to the credenza in the narthex.
- Collect and dispose of all trash and used bulletins. Return hymnals to their spots. If communion was served in the pews, collect the small plastic cups and dispose of them.

After the Second Hour

- Take down, fold and return the flags to the credenza **OR, if none of the ushers will be staying until after the second hour, make arrangements in advance with someone else to complete this task.**
- When the outside flags are taken down after service, and the flag clips are then raised back to the top of the pole, the two cords should be wound snugly around the pole a few times before wrapping the loop around the cleat at the bottom. This will keep the lines tight around the pole and prevent the flag clips from banging against the pole when it's windy. As you might imagine, the clanging noise can be annoying to our neighbors across the parking area.

Miscellaneous

- Be familiar with the layout of our two buildings (Covenant Building and Hope Center) and be prepared to guide visitors to the nursery, restrooms (gender-neutral restrooms are located through the Music Room), and Godly Play and Holy Moly classrooms.
- Nursing mothers may wish to know about the lounge area outside the women's restroom, where the sermon and service of worship may be heard.

Thank you for serving as an usher.