

USHERS GUIDELINES (2017):

- 1. Ushers need to ARRIVE at church 30 minutes before the service to:**
 - a. Turn on the lights, including the cry room**
 - b. Check thermostat in the nursery (key is in the cabinet next to sink)**
 - c. Check bathrooms to verify they are clean and supplied**
 - d. Check to see if there is a baptism and put warm water in the font**
- 2. Ushers need to POSITION themselves at each of the doors going into the sanctuary and distribute bulletins.**
- 3. Ushers need to "SCOUT OUT" available seating when the sanctuary begins to fill up and escort worshipers to the available seating.**
- 4. A trained usher is to RING THE BELL at the time the service is to begin after checking with organist/pianist so s/he can finish prelude music. The rope is pulled 13 times to obtain 25 rings on the bell.**
- 5. Ushers need to dim the SANCTUARY LIGHTS one-quarter turn for the sermon as the congregation is sitting down after the Gospel lesson. They should then bring the lights back up after the Pastor finishes his sermon.**
- 6. During the sermon, one usher must COUNT all worshipers at the service. This number includes babies, acolytes, choir members, Pastor, everyone in the cry room and/or nursery. If someone attends twice, then s/he must be counted twice. An usher must fill out the Usher sheet and place it on the Pastor's desk.**
- 7. The OFFERING plates are stored in the office against the west front window. Ushers should move to the front of the church and receive the offering from the front and work to the back. Two ushers should take the collection from each section. Once the middle two sections are finished, then ushers should move to the outside two sections. When the offering is complete, consolidate the offering. Two ushers are to bring the offering to the Pastor. One of the ushers should take the offering to money box located in the assistant secretary's office after the first service. After the second service, the offering should be given to the money counters after the service.**
- 8. For COMMUNION, the ushers will begin directing the people when the congregation sings the first communion hymn. Two ushers are positioned by the tables containing the communion glasses. These ushers will remove the white cloth covers and the top cover of the communion set. These covers are placed on the shelf below the trays. They will also direct communicants to the table starting from the center to the outside, watching to help those who have forgotten to take a communion glass. The top tray contains grape juice and is placed in front of the other trays on the table.**

Starting from the front, center sections, the other ushers will direct people to process to the communion rail by the side aisle and return to their seats via the center or wall aisles. The two sections on the left will go up by the left side aisle and return to their seats by the west wall aisle or the center aisle. The two sections on the right will go up by the right side aisle and return by the north wall aisle or the center aisle. It is the usher's duty to see that there is a line of communicants waiting to take their place at the communion rail. If any person is not able to come forward for communion, the usher should make the communion distribution team aware of the need to take communion to that person. When the congregation has communed, the ushers will commune.

9. If there is a BAPTISM, ushers should make sure there is water in the font and adequate seating for the family in the section nearest the baptismal font. The font is like a thermos bottle. Ushers should prime the font with hot water before filling is with luke-warm water.
10. One usher should get the lighter from the drawers in the usher area a few minutes before the service to light the ACOLYTES' candles when the opening hymn starts. If there is no acolyte, an usher should try to find one or light the candles him/herself. The candles should be lit during the opening hymn and extinguished during the final hymn. The Christ Candle is to be lit for baptisms and for all worship services during the seasons of Easter and Christmas.
11. AFTER THE SERVICE, the ushers should pick up discarded bulletins, straighten the hymnals in the hymnal racks, remove offering plates from the altar, make sure the candles are out, turn off the lights and the sound system, make sure the doors behind the altar are shut and secure, and make sure the lights are turned off in the whole church.
12. If an usher is unable to usher on the days that s/he has been assigned, it is his/her responsibility to find his/her replacement using the list of usher volunteers given out.