

Usher Guidelines

1. Take to the sanctuary:
 - a. Offering Plates (6) (Usually found on the bookcase in the Narthex. If not, look in the Sacristy)
 - b. Bible (Usually found on the bookcase in the Narthex. If not, look in the Sacristy)
 - c. Bulletins and tally sheet (children's bulletins also, if available) (Usually found on the bookcase in the Narthex.)
 - d. Index cards and pencils for announcements (Usually found on the bookcase in the Narthex. If not, look in the office cupboards.)
2. Light altar candles. Matches usually found on the left side of the organ on the choir platform.
3. Place about one-half of the bulletins on the half wall at the top of the Narthex stairway.
4. Place about one quarter of the bulletins at the top of the other two stairways.
5. Place index cards and pencils on the half wall at the top of each stairway.
6. Place Bible open to the Gospel reading for the day on the altar table.
7. Make certain the minister, lay reader, and ushers have appropriate song books.
8. Make certain that all lights are turned on. If you don't know where the switches are, ask someone for help.
9. Take your position at the head of a stairway, and hand out bulletins and other materials as specified each Sunday.
10. After the service is started hold late comers near the top of the stairs until an appropriate time during the service. Try not to seat people during prayers or other meditation/quiet times.
11. Help new people find seats (especially if they arrive late.)
12. Help people find song books if they don't have the correct one.
13. Approach the minister when the offering is announced.
 - a. He/she will give each usher two offering plates.
 - b. Collect the offering from the two sections of pews nearest your usher position.
 - c. When the Doxology is played, approach the minister again and hand her/him the plates.
 - d. Return to your seats.
14. If you are serving on a Communion Sunday:
 - a. When the minister calls the people from the pews, indicate which row should move to the Communion railing.
 - b. Take your communion after all people in your section have been served.
15. The usher by the Narthex stairs should count the adults and children and return the tally sheet to the church office for the secretary.
16. after the service:
 - a. Clean out the pews and book racks of bulletins and other objects (but not song books!) Take waste paper to office and put it in the recycling bin in the church office copy room.
 - b. Sometimes there are inserts that can be used again. Sort out the inserts and return the unused ones to the church office copy room.
 - c. Straighten song books with front cover out and upright.
 - d. Blow out candles.
17. Water for the minister. Usually Jim Wright does this but if Jim is absent, make certain there is a glass of water on the altar table.
18. Usually Betsy Shoup collects the offering after services. If for some reason, the offering is not picked up after a reasonable amount of talking time, take the contents of the offering plate to the office copy room, find an envelope for it, and make certain someone will be responsible for its safekeeping.

Many thanks. Betsy