

GUIDELINES FOR USHER CAPTAINS

11:00 AM SERVICE

ONE/TWO WEEKS BEFORE WORSHIP SERVICE

- Recruit 3 greeter units (person, couple, family) and 8 ushers.
- Have names to Robin De Rossitte (robinderossitte@secondpreslr.org) or 227-0000 by noon Wednesday before the Sunday service so that the names will appear in the church bulletin.
- Contact greeters/ushers a couple of days before the assigned Sunday to remind them of their commitment. Remind them to wear their name badges.

DURING WORSHIP SERVICE

Captain arrives at 10:15

- Bulletins, large print bulletins, greeter name badges, offering plates should be on or in the cabinet at the back of the Sanctuary. Usher badges are in the cabinet. Usher badges with clips or pin closures are available for those with pacemakers or defibrillators in an index box in the usher cabinet. Check in the church office workroom for any bulletins that might not have been carried to the sanctuary for the 8:30 service.
- Divide out the bulletins so that there is a supply on the tables just inside each entrance to the sanctuary. **Note: Large print bulletins should be placed on the cabinet at the rear of the sanctuary. Folks who need these usually know where they are located.**
- Children's materials are in the cabinets behind the last pew at the back of the Sanctuary. (Families with young children know where these are located)
- Check hearing assistance devices to be sure batteries are being re-charged.
- Check the bulletin for the order of the worship service and for any special additions (baptism, communion, etc.). The pastor who is preaching is designated as the 'lead pastor' for that particular Sunday so it is preferable to direct your questions to him/her if you have any specific questions about the service.
- Note the presence of **acolytes**. If there are none scheduled, it is your responsibility to light the candles on the Communion Table. Candle lighters are located in the cabinet at the back of the Sanctuary.
- Verify the electric candelabras located at the far left and right at the front of the sanctuary are ON, and plug in/turn on if not. If any bulbs are burned out, note on the Attendance and Usher Report.
- Verify that a bank deposit bag is available for the offering. It should be on the cabinet in the back of the sanctuary. If for some reason it is not there, you can grab a big envelope from the church office workroom.
- Verify that the power for the audio system is ON and turn on if not. The on/off button is located on the top right of the 'big black control box' in the back of the choir loft. A red light will come on indicating 'all systems go.'

Greeters and ushers arrive at 10:30

- Provide the greeter with the name badge and ushers with an usher badge; assign to specific positions for purposes of handing out bulletins and which section to cover during the offering. When making assignments, the following scheme should be used.

USHER/GREETER POSITIONS PRIOR TO SERVICE BEGINS

- Narthex – 3 Greeter Units
- Inside Center Doors – Two Ushers
- Left Aisle Doors – Two Ushers
- Right Aisle Doors – Two Ushers

Note: If you recruited 8 ushers and 3 greeters, then only 6 of the 8 ushers are needed prior to the service. The remaining 2 ushers will be needed for the offering and after the service.

USHER POSITIONS FOR OFFERING

- Two Ushers for each of the 4 sections
- Review the offering instructions (see OFFERING INSTRUCTIONS below) with each usher. It is a good idea to ask if they have previously served as an usher as that will help frame how much detail you will need to explain to them. In addition, you may want to pair '1st time ushers' with someone more experienced. **Note: The most**

important point to cover at this time regarding the offering is the timing of when the ushers should come to the back of the sanctuary to get in position for collecting the offering.

- Close Sanctuary doors at the Call to Worship. At this time the greeters normally take his/her seat.
- Remain in the Narthex (or ask one usher to do this) for 15 minutes to handle late arrivals. For ushers handing out bulletins, ask them to remain at the back of the Sanctuary after the service has started to handle late arrivals. Instruct them to be watchful of those needing help finding a seat.
- Enter names of greeters/ushers on Attendance and Usher Report. The form that was filled out at 8:30 should be left on the back table, but if not, a blank form can be found in one of the folders on the column to the left of the table at the back of the sanctuary.
- After latecomers are seated, count the attendance including bell members, clergy and any special groups. A good time to count is when the children's portion of the service begins. Please do not count any earlier than this so that latecomers will be included in the count. Please include children in that count. Include the numbers on the Attendance and Usher Report and place in the deposit bag to be turned in with the offering.
- The Usher Captain or one of the ushers is encouraged to sit at the back of the Sanctuary during the service to handle any problems that might arise.

OFFERING INSTRUCTIONS

- Prior to the offering, have the ushers come to the cabinet at the rear of the sanctuary and give each of them an offering plate. On most Sundays it works best to have them come back during the hymn immediately after the sermon. Be sure to check the bulletin for the order of worship to determine if the ushers should assemble during a different time. For example, on communion Sundays, it works well to have the ushers come to the back immediately after they take communion, instead of returning to their seats first.
 - Have them wait at the end of the aisles, on either side of the pews for their assigned section.
 - Move forward as soon as the minister calls for the offering and immediately begin passing the offering plates, working your way from the front of the sanctuary to the back.
 - Reassemble in 2 single file lines at the rear of the center aisle when the offering is completed
 - Once the Doxology music begins, return down center aisle in pairs to present offering. **Note: Make sure the 1st person in each line understands to split to the right or left (depending on which line) once they reach the front of the sanctuary.**
 - Immediately following the end (Amen) of the Prayer of Dedication, return to rear of Sanctuary as the minister continues with Invitation to Membership. **Note: Make sure the last person in each line understands when to turn around and proceed back to the rear of the sanctuary. They were last going down to present the offering, but will be first to return after the prayer of dedication.**
 - Carry offering plates into the Narthex to place offering into bank deposit bag (avoid unnecessary noise in the rear of the Sanctuary)
 - Place bank deposit bag in deposit slot near church office entrance. This slot is on the hallway wall/outside wall of workroom next to the church office, which is also across from the Staff break room.
- Open all three doors during the Benediction.

AFTER WORSHIP SERVICE

- Return all Usher Badges to the cabinet at back of sanctuary.
- Have ushers collect the attendance sheets from individual pews. It is customary to ask the ushers to collect the attendance sheets for the section that they covered during the offering. Once they are all collected, take these to the church office and leave them at the front desk, where they will be reviewed immediately by someone from the Belonging Ministry for visitor information (for purposes of determining if bread deliveries are necessary to visitors.) The person responsible for delivering bread will often assist in the collection of the attendance sheets.
- Have ushers collect used bulletins, paper, children's materials, etc., from pews and return all hymnals, bibles, attendance pads, etc., to holders.
- Make sure candles on the Communion Table are extinguished.
- Take bulletins and all trash to the workroom. Place paper to be recycled in the blue recycling bin located next to the workroom copier.
- Check hearing devices to make sure all have been turned "OFF."