

## THE HOSPITALITY DUTIES OF USHERS

### **Why we have ushers:**

Ushers are to let all visitors, guests and members be assured that we are an open, friendly and caring congregation, seeing the face of Christ in all who enter our doors.

Ushers are to make sure all those in church are cared for and their needs are met while in church on Sunday morning.

### **Tasks involved in making this happen:**

- Arrive early (approx. 30 min.) prior to the service
- Please dress in a manner that shows respect to God
- It is most important to smile and be approachable.
- Determine who will be responsible for counting how many in attendance – please count everyone in the sanctuary –including choir members and children.
- If there are no acolytes please make sure candles are lit prior to or at the beginning of the service.
- Please wear a nametag. They can be found in the drawer at the back of the narthex.
- Ushers should stand inside the sanctuary –two at the center aisle and one at each side aisle.
- The glass doors into the sanctuary should be kept closed when possible – because our coffee hour will be held in the narthex it is important to separate our social area from our worship area. This indicates more clearly that when entering the sanctuary we are entering an area for worship and we need to respect others' need for quiet. It is also important for reason of cooling and heating.  
*Note: glass doors swing in both directions making it easy for ushers to open for members/guests as they approach to enter the sanctuary.*
- On **Communion Sundays** designate two ushers to bring the chalice and paten forward to be placed on the communion table. These elements will be in the kitchenette off the narthex and will be brought forward during the first Communion hymn.

### **To care for our members and guests:**

- Provide large print bulletins, hymnals and Bibles to those who request or may require them. They will be on the counter in back of narthex.
- Anticipate questions and provide them with answers:

Check list of any special information for the week in the bulletin.  
Location of the nursery and Sunday Schools rooms  
Location of the bathrooms  
Location of fellowship rooms  
Location of coat racks  
Our morning Schedule

- Ushers open the door for approaching members/guests and **please escort people to their seats.** It's an opportunity to speak with them

by asking them where they would like to sit. When the sanctuary is full – such as holidays – it is important to be aware of where empty seats may be available to assist guests in finding a seat.

*Note: if you keep the bulletin in your hand and start walking forward people will naturally follow you to a seat...you don't have to hand over the bulletin the minute they walk through the door...give it a try!*

- One Usher should stay in the Narthex for the first few minutes of the service to accommodate any late comers.

### **Taking Collection:**

- Two ushers will move down the center aisle and one will move down each side aisle.
- Please pass the plate plates down the pews to the usher on the other side were practical.
- The ushers on the side aisle will return the plate down the next pew and pass a plate to the side pews.
- Passing the plates allows guests another opportunity to connect (make eye contact) with one another and contributes to being an open and friendly congregation.

### **Following the Service:**

- Record Attendance count in the book located on counter in narthex
- Collect Friendship registration forms from Friendship pads and any used bulletins from pews.
- Please place used bulletins in recycle baskets. Please leave unused bulletins on the secretary's desk. This helps her to plan how many bulletins to print the following week.

### **When to call 911:**

- At the request of the family of the person who is sick.
- When a nurse or EMT deem it necessary.
- When the person is not responsive

**Chuck Bernd has agreed to serve as our head usher. While not necessarily part of the team, he will be available most Sundays to advise and answer any questions you may have. Chuck has much experience as an usher and is willing to assist as necessary.**

**If you are unable to serve on a day you are scheduled, please contact others on the usher list to find a substitute. As soon as possible notify the church office of the change.**

**Thank you for your commitment to be an usher.**