

## Usher Duties

Arrive 15 minutes prior to the service

### **Bulletin distribution**

1. Locate bulletins (adult & children's) on table outside the office for your service \* note that 8:00 bulletin is typically different service than the 9:00 & 10:30 services. Note also that the color of the bulletin is different from the 9 & 10:30.
2. Open the outside and sanctuary doors to welcome people and close the inside sanctuary doors at the time the service is to begin.
3. Hand out bulletins  
\* if 9:00 must borrow from the 10:30 pile, please figure out how many more are needed and make a note and place it on the Office Administrator's desk. If you must do this, please try to replace them with as many complete recycled bulletins at the end of the service.
4. For the 9 am service, take 12 chairs from the conference room and set them against the wall in the rear of the sanctuary. Return them at the end of the service.
5. Count the attendees during the children's sermon and record it on the Sheets provided.

### **Offering Collection**

1. Come forward to the altar at the beginning of the offering, accept the Plates from the acolytes.
2. Ushers serve from the center aisle, passing every-other row. Acolytes will serve on the outside, returning on every-other row.  
\* if there is only one acolyte, have him/her serve in the row near the cry room, passing to the people in the far pews with one plate and returning the center pew plate as it comes to the isle.
3. Combine offerings to one plate. Bring the plates forward at the blessing to the acolytes. Return to your seats. Acolytes place plates on top of the altar cabinet.

### **Communion**

1. Come forward at the beginning of communion to serve.  
\* 5 people total at 8:00 and 10:30 services and 7 people are needed at the 9:00 service. (These totals include the pastor)
2. Say: Bread – body of Christ given for you.  
Wine – blood of Christ shed for you.

## **Communion—continued**

3. When all are served, give the plates and cups back to the pastor or place them on the cabinet.

## **End of Service**

1. Open the doors as the pastor heads to the back of the church.
2. Collect bulletins and straighten usher area for the next service.
3. Check pews for left behind bulletins and items.
4. 10:30 service, recycle extra bulletins, place in the office.
5. Turn in attendance counting form to Office Administrator's desk.

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