

# **Ushering Instructions**

**Please arrive at Church 30 minutes prior to the Worship Service**

*The ministry of Ushering is a vital part of any church ministry. Ushers represent the church in a very visible way, and help set the tone in preparation for the worship service, as well as assist with the smooth operation within the service.*

## **Ushering Instructions for a worship service**

1. Ring large bell, (the rope in the balcony) 7 times, 15 minutes prior to the service.
2. Usher placement: at each set of double doors
3. Pass out bulletins, large print bulletins, Bibles and any special hymnbooks required.
4. Seat visitors, especially if the sanctuary is full. Assist special needs people to enter and leave.
5. Ring large bell, (balcony) 7 times at the end of the prelude (before the service)
6. Doors may remain open (closed if weather dictates). Closing one door of each of the double door set ensures less distraction during the service.
7. When the congregation is seated, count the attendance/everyone in the sanctuary and balcony. Recording the number on the clipboard on the usher table.
8. Collect the offering in the sanctuary and balcony (10:30 service)  
Offering plates are placed on a stand near each door at the 8:30 Praise service when the special music begins.
  - a. Three ushers: one at each side aisle and one in the middle aisle
  - b. Begin at the front of the Church, FACING THE ALTAR.
  - c. Bring the offering plates to the altar upon the Pastor's signal.
  - d. Ushers will remain facing the altar until the plates have been taken, then return to the back of the sanctuary.
9. At the close of the service, ring the small bell (rope in back entry to the sanctuary) 7 times after the dismissal.
10. Open doors.
11. After the congregation has departed, straighten up the sanctuary (returning stray hymnals, Bibles and bulletins). Check blue pew pads (after 10:30 service) and take any signed sheets to the office (Secretaries mailbox)  
Turn off sanctuary lights and the fans.

## **Communion Instructions**

### **Praise Service – Intinction**

1. Pastor will give instruction to the congregation.
2. Ushers locations: center aisle and south aisle (facing the altar). Invite each

row of the first section forward to keep a steady line in the aisle. When that section has communed allow a moment for the assistant serving wine to move to the opposite side of the Pastor. Invite the second section forward. The usher on the south side may invite the third section and those along the back to commune. The usher (from the center) is now free to invite those seated in the balcony to join in.

3. Direct Communion servers to any attendees who wish to be served communion seated in their pew by standing behind the worshiper.

### **10:30 Service – Communion at Rail or Station (with cups)**

1. Usher locations (facing the altar): one at railing by choir loft, one in center aisle, one by south wall.
2. One usher directs communicants, beginning in the center aisle inviting both sides to keep two steady lines in the aisle. Extra ushers may take a post at the front to assist those who need help with the stairs.
3. After both sections off the center aisle have communed, the usher by the south section will direct those communicants to communion down the center aisle. The usher (from the center) is now free to invite those seated in the balcony to join in.

### **Additional instructions**

1. Hearing devices are located on the usher table. Wipes are provided to wipe the ear pieces after use.
2. “Worship bags” (crayons and such for children) are available in the narthex
3. Fans are usually run on a low speed. Being sure to provide a comfortable temperature in the Church (ask Worship Coordinator).
4. Even if detailed policies have not yet been worked out for emergency situations, ushers need to be ready at all times to respond as directed when there is a disturbance, illness, or other situation that requires special attention. In case of an emergency (fire, weather, medical) call 911 and inform the pastor.
5. Be alert at all times.
6. A worship coordinator will be available at every service if you have questions or need an extra hand helping with ushering duties.

Thank you for serving as an usher!

Prepared by the Worship Ministry Committee