

Usher Instructions

Head Usher

- 1.) Check to see that the bulletins have been placed on the table in the Narthex.
- 2.) Greet people at the front door.
- 3.) Do not give out bulletins unless other ushers have not arrived yet.
- 4.) Light and extinguish window candles in the sanctuary during advent.
- 5.) Gather offering, put in bank bag in office and place in safe. Lock the safe after placing the money bag in it. You must have a witness assisting. See Harley Walker or Chuck Lockard if you have any problems with the safe.
- 6.) Count the number of people present in the sanctuary, choir loft and nursery. Change the number of attendees on the board across the hall from the Church office and place the number on the calendar behind the door in the office.
- 7.) Flash the narthex lights @10:55 to encourage the congregation to enter the sanctuary.
- 8.) Call the Chair of the Worship Committee if there are any problems.

Door Ushers

Distribute bulletins, collect the offering, help with the head count, direct guests and assist head usher when needed.

All Ushers

- 1.) Wear Usher nametag (On the table in the Narthex with the bulletins).
- 2.) Try to be in the Narthex by 10:30 to begin your ushering duties.
- 3.) If you are unable to usher for any reason try to switch with someone or get someone to fill in for you. Make the change on the sign-up sheets across from the church office or contact the chair or another member of the Worship Committee. Chair- Emily Allen or Member- Susan Lockard

Rev. 12/11