

# Usher Responsibilities

Arrive 20 minutes before the service

## **Before the service**

- Wear your nametag (located in the nametag cabinet in Fellowship Hall).
- Make sure the front doors facing Main St are unlocked. Please open, if warm.
- Check that collection plates are at the altar table
- Gather bulletins from the basket in the usher's closet. They are separated between first & second service.
- Introduce yourself to the other ushers and greeters
- Distribute assisted hearing headsets if needed (the headsets are on the shelf in the narthex. There is an on/off /volume switch on each headset. The red light lights up when the device is turned on.)
- Make an effort to visit with newcomers and regulars
- Direct seating of congregation.
  - Most people know where they would like to sit. Some want an escort, others do not.
  - Ask members to make room in their pew if the service is crowded.
  - Avoid seating latecomers during prayer or at choir presentation
- Help Deacons as needed.

## **During Service**

- There is an attendance sheet found in the narthex. Use the directions there to count and record the number in attendance at each service.
- Offering
  - If only 1 usher is assigned, you may recruit assistance from other members of the congregation to do the offering with you (before the service starts)
  - Move forward to get the plates and collect the offering as soon as the pastor is finished with the introduction of the offering. Begin collection in center pews from front to back and then the side pews from front to back.
  - Balcony: most of the time someone will take charge of passing the plate and bringing it down. If not, please be sure the plate is passed.
  - Stand at the doorway at the back when you are ready to bring the offering forward. This is the signal for the organist to begin the Doxology.
  - Bring forward the offering as soon as the Doxology begins and place the plates on the altar

## **When the service is over**

After 1<sup>st</sup> Service

- Recycle used bulletins, loose papers and put hymnals back in pew racks
- Bulletins that were **not** handed out for the service should go back in the basket, so the administrator knows how many extra were printed.
- Ensure all (7) assisted hearing headsets are collected, turned off (i.e. red light is off) and placed in the narthex

After 2<sup>nd</sup> Service

- Recycle used bulletins, loose papers and put hymnals back in pew racks
- Bulletins that were **not** handed out for the service should go back in the basket, so the administrator knows how many extra were printed
- Take bulletin basket, friendship book sheets and the attendance sheets to office. Place outside if door is locked.
- Ensure all (7) assisted hearing headsets are collected, turned off (i.e. red light is off)

and stored back in the ushers closet

- o Close the front door facing Main St., shutters and interior doors of the Sanctuary and the first floor between Fellowship Hall and the stairs.

## **Greeter Responsibilities:**

Arrive 15 minutes before your service

- Wear your nametag (located in the nametag cabinet in Fellowship Hall).
- Meet and greet people at the top of the stairs in the Narthex
- Keep a special eye out for newcomers or anyone who may need an assisted hearing headset (make sure the headsets are turned on when passing out)
- If there are two greeters, one could give any newcomers a quick tour i.e. the bathrooms, childcare, etc. Or ask a member of the congregation or an usher to help out.
- Please show newcomer families that there are also age appropriate items in the narthex that the children can take into worship - children's bulletins, crayons, pencils, clipboards, beanie babies, quiet books.
- Be aware that when in session, church school is dismissed at 11:15 even when worship service ends earlier/later. Also, children from 3<sup>rd</sup> grade and down need to be signed out of Sunday school class and from the Nursery by a parent, so younger children will be waiting to be collected.
- For specific questions about children's programs contact the Christian Education Director, Laurie Chipman.
- Please consider continuing your greeter responsibilities after the service in Fellowship Hall for coffee. Ask newcomers how they liked the service and get to know more about them!

### **\*\*If no acolytes/ bell ringers are assigned/arrive at your service:**

- Before service, go to the usher closet and light the candle lighter wick. Walk it down the aisle to the altar and light the candles on the altar.
- 15 minutes before the service starts, ring the church bell 7-10 times. The bell is in the balcony at the back on the right side of the mirror. Don't pull the tan rope, it's the whole bell. Instead pull the yellow rope (the clapper). Pull the rope to the floor.
- After service, walk the candle lighter to the altar and light the wick of the candle lighter and then snuff out the altar candles. Walk the candle lighter back to the usher closet and extinguish the candle lighter.

### **Emergencies**

- First Aid Kits are in Usher's closet and Kitchen of Fellowship Hall
- Fire blankets (for use with candle emergencies) are in the lectern
- If someone is in distress, check to see if assistance is needed
- If medical attention is required, wheelchairs are in the groom's room & foyer:
  - Stay calm
  - Send someone to call for help. If you call for an ambulance, tell them what door you will meet them at.
  - Notify the Pastor, if appropriate
  - Provide assistance. If you are unsure of what to do, wait until help arrives
- In case of fire in the building somewhere other than the sanctuary:
  - Be sure the pastor is notified
  - Assist with Evacuation
  - **In case of emergency dial 9-1-1**

**Additionally:** THANK YOU for volunteering! If you have any feedback that would help us improve the experience of our congregation at services - please provide that to your Ushering/Greeting Committee or to one of the church staff.

## **Acolyte Responsibilities:**

Arrive 20 minutes before your service

- Before service, go to the Usher's closet and collect the taper hanging on the wall and the matches. Then ask an adult to light the taper for you just before you walk down the aisle during the prelude music before worship begins, carrying in the light of Christ. Light both altar candles (possibly others, ask the pastor) then extinguish the taper (pulling down the lever) before walking back down the aisle to the Narthex. There are 2 tapers, so there can be 2 acolytes walking together to light and extinguish the candles. If you go to faith formation during worship, remind your leader that you are an acolyte.
- During the sung benediction, at the end of the service, walk back down the aisle to the candles. Extinguish any other lit candles first, then light your taper from an altar candle and extinguish both candles. Walk back down the aisle, carrying the light of Christ out into the world, and extinguish the taper once you have reached the Narthex. Return the taper to the closet and hang it back on the wall.

## **Bell Ringer Responsibilities:**

Arrive 20 minutes before your service

- **15 minutes before the service starts, ring the church bell 7-10 times.** The bell is in the balcony at the back on the right side of the mirror. Pull the yellow rope (the clapper) to the floor. Please don't pull the tan rope, it's the whole bell.