

Primary duties for Ushering during a regular Sunday Service

Arrive before 9:20 if possible, ask someone to help you take up collection

Stand toward the back or in the entry

Greet and hand out bulletins as people arrive

Invite visitors to sign our Guest Book, tell them where the restrooms are, and the difference between the hymnal and prayer book

Just before the service begins, count how many are in the church

Using a post it, put the count in the wafer container (this is used as communion is prepared)

Collection: During the Offertory hymn (following the peace)

- go to the entry and get the sacraments (bread and wine)
- Walk them up to the base of the stairs (Sanctuary)
- You will give them to an Acolyte or the Eucharistic Minister who will give you the collection plates
- One person on each side hand the plate down each row
- Stand at the back until the Organist starts playing the Offering of Alms and Oblations (song)
- Walk forward in unison to the base of the stairs to give plates to Acolyte
- Stand at the stairs until the Priest blesses the plate, return to your seat

Communion:

Your role here is to help regulate the congregation going up for communion to help minimize congestion.

Starting at the front, 2 or 3rd row you signal the row so that they can go up (Suggest: stand directly at the next row as if blocking their exit, moving back as the majority in line are served)

You are the last to receive communion

Visitor/Guest:

If you can, circle back with the visitors, you were the first face they connected with, make sure they understand what Coffee Hour is and invite them back, and ask if they have any questions etc.