

DUTIES FOR USHERS

1. Arrive $\frac{1}{2}$ **hour before worship**. Put on a name tag and usher badge, located in the left front cabinet of the kiosk. Read the bulletin and the Update. Are there any special parts in the worship service that affect your job?
2. Check the Gathering Area and the Sanctuary **for readiness**: Are all the lights on? Are there safety issues (ice, water, tripping hazards, etc?) Eliminate them. Open the doors.
3. Position yourselves at each sanctuary door with a stack of worship folders. Your “turf” is from the doorway up the length of the aisles, all the way to the front. Any extra worship folders are in the left front cabinet of the kiosk.
4. When you give people a worship folder, greet them, and offer to **help them find a seat**. Don’t hesitate to ask already-seated worshippers to scoot down and make three spots into four. Don’t let people stand there looking around for a place—find them a place.
5. **People with Special Needs**: People in wheelchairs may need extra guidance. Show them the spots where chairs are “missing.” If they prefer a different spot, make sure it doesn’t block aisles. Help people with walkers or canes. Ask them where they would like to sit. If people ask for a hearing assistant receiver, give them one and help them understand how to use it. Hearing assistant receivers are located on the ledge at the entrance to the sanctuary. Some people don’t see well and want to sit close. Encourage them to do so.
6. **Late seating**: Once the prelude and announcements are done, ask people to pause until a hymn. Then help them find a seat. Take them forward if needed. When the hymn is done, close the doors.
7. **Attendance**: Please count all people in attendance at the worship services and record it on the sheet hanging on the northwest side of the kiosk bulletin board and on the slip of paper to be included with the offering.
8. **During the service**, be watchful. If someone faints, respond. Call an ambulance if necessary (phones are available in work room and kitchen; push 9 for an outside line). When someone leaves, do they need help or directions? If someone is standing in the Gathering Area talking too loudly, politely ask them to talk elsewhere.
9. **Offering**: When the offering is announced, send one usher down each aisle. Begin with the choir area and the NW sections if there are worshipers sitting there. When the offertory hymn begins, **one usher brings all offering plates forward and one usher brings the empty Noisy Offering bucket forward (stored in the left front cabinet of the kiosk)**. Pastor will take the plates, present them to God, and give them back to you – wait for them! There is a bank bag labeled for each particular service’s offerings in the kiosk, left front cabinet. **The offering goes in the safe**: Work Room (access through east door by family bathroom), north wall, lower east cabinet.
10. Open the doors at the **end of the service**. After worship, go through the chairs, straightening books, collecting trash, cleaning up. Make sure there is a hymnal and pew Bible within easy reach for all worshipers.
11. **Noisy Offering**: Following the service, place the coins & bills from the noisy offering buckets into a bank bag labeled “Noisy Offering.” Bags are kept in the left front cabinet of the kiosk. The 11:00 ushers will place that bag in the safe - only use one Noisy Offering bag each weekend. The empty buckets are stored in the left front cabinet of the kiosk.
12. Please make sure all of the lights are turned off (fireside room, conference room, gathering area and the sanctuary) and the doors to the sanctuary are closed. Also, make sure the exterior main entrance doors are closed when you leave.