

USHER RESPONSIBILITIES - Note Noisy Offering Bucket

Arrive 30 minutes before worship

Before Service

- 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?
- Check the Gathering Area and the Sanctuary **for readiness**:
 - Are all the lights on? (light switches are on north and south walls near doors)
 - Are there safety issues (ice, water, tripping hazards, etc?) Eliminate them.
 - Open the sanctuary doors.
- Position yourselves at each sanctuary door with a stack of worship folders.
 - Your “turf” is the whole gathering area and all of the sanctuary, all the way to the front.
 - Any extra worship folders are in the left front cabinet of the kiosk.
- *Recruit a young person to carry up the noisy offering bucket and ask them to come to the gathering area just prior to offering*

Greeting Worshipers

- Welcome worshipers as you give them a worship folder.
 - If they stand in the entrance looking for a place to sit, offer to **help them find a seat**.
 - Don't hesitate to ask already-seated worshippers to scoot together to make more room.
 - Make families with young children aware of the pray ground area.
- **People with Special Needs**:
 - People in wheelchairs may need extra guidance.
 - Show them open spots where pews are “missing.” If they prefer a different spot, make sure it doesn't block aisles.
 - Assist 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 to the front. Encourage them to do so.

When the Service Begins

- Close the sanctuary doors.
- **Late seating**: Once the prelude and announcements are done, ask people to pause to enter until a hymn is being sung. If necessary, help them find a seat or take them forward.
- **Attendance**:
 - Please count everyone in attendance at the worship service.
 - 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.

(over)

During the Service

- Stay in the gathering area.
 - Be watchful of what is happening in both the sanctuary and the gathering area.
 - If someone has a medical emergency, respond. Call an ambulance if necessary. Use your cell phone or the phone in Southwest corner of the gathering area; 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.
 - If someone is in the Gathering Area acting suspicious, ask them if they need help.
- Offering: When the offering is announced:
 - *Give the young person the noisy offering bucket and direct them to place the bucket on the front altar steps in the center. Send them in first in front of the center usher.*
 - Send one usher down each aisle.
 - Begin gathering the offering 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.**
 - Pastor will take the plates, present them to God, and leave them on the altar.

End of Service

- Open the sanctuary doors
- Offering
 - Immediately retrieve the offering plates and place offering in bank bag labeled for each particular service's offerings (bag is in the kiosk, left front cabinet).
 - **The offering goes in the safe** in the Work Room (access through east door by family bathroom), north wall, lower east cabinet.
 - **Bucket Offering:** Following the service, place the coins & bills from the bucket offering into a bank bag labeled "Noisy Offering" (kept in the left front cabinet of the kiosk). Only one Noisy Offering bag is used each weekend. The 10:45 ushers will place that bag in the safe. The empty buckets are stored between the center sanctuary doors
 - After worship, go through the pews, straightening books, collecting trash, cleaning up.
 - Make sure there is a hymnal and pew Bible within easy reach for all worshipers.
- **At the end of the last service of the day**
 - Make sure all of the lights are turned off.
 - Close the doors to the sanctuary.
 - Close the east door behind you after you deposit the offering in the safe.
 - Make sure the exterior main entrance doors are closed when you leave.