

IMMANUEL PRESBYTERIAN CHURCH
USHER GUIDE
February 2018

Thank you for serving as an usher at the 10:00 a.m. worship service. Two Windsor chairs are located near the ushers' corner for you to use during the service.

Duties before the Service

Please arrive at least 20 minutes before the worship service starts.

Two ushers are needed; if the worship bulletin shows you are the only usher who has volunteered for that service, please ask someone to help – do not go it alone! It works well to have one usher handle the Sanctuary Set-up duties described below while the other passes out bulletins.

Two additional volunteers are needed to help with the offering—please ask two congregants to help you with this. Usually someone sitting near the choir will help with that aisle and someone in the balcony will pass the offering plate in the balcony. Ask someone to help you with the balcony, both for the offering and for taking attendance for the balcony.

Sanctuary Setup

Provide a fresh glass of water in the pulpit for the pastor.

Fill the baptismal font and blue pitcher as follows: Take the silver bowl insert from the font and the blue pitcher to the kitchen. If there is water in either one, empty it. Then pour a small amount of fresh water in the font and place it back in the font. Fill the blue pitcher about one-quarter full of HOT water. (This is so that if a baptism is scheduled, the water will cool to tepid before it is sprinkled on the baby's head—cold water isn't conducive to a happy baby!)

The Christ Candle on the Parsons table needs to be lit. Wait to see if there is an acolyte who will light it. If there is an acolyte, they usually light it just a few minutes before the service starts. If there is no acolyte to light it, please do so. A lighter is behind the pulpit.

The chalice is usually on the communion table up front. If it is not, check the pulpit and place it on the communion table.

Items to Distribute

Please hand worship bulletins to worshippers as they enter the sanctuary. The bulletins are stacked on the table as you enter the sanctuary.

Available for those who request them:

Large-print bulletins, which include hymns (we do not have large-print hymnals).

Hearing assistance equipment, packaged in pink bags (one bag per user) on the table with the extra bulletins. Instructions for use are included in each bag.

Seat cushions for those who ask for a padded seat. They are kept in the ushers' corner.

Distribute to children if they are interested:

Activity packets and Beanie Baby “Pew Pets,” usually located in a white basket on the floor. If folks ask, nursery care for infants through two years old is available on the first floor of the Meeting House.

Duties during the Service

Directing people to their seats

We do not generally guide people to seats, but be alert for first-timers or those with mobility issues and help them.

Late Arrivals

Please close the sanctuary doors after the Welcome and Announcements. Hold people arriving after this time in the Narthex until during the first hymn, or after the Gloria Patri. Do not allow people to be seated during the Invocation, Introit Call to Worship, or the Unison Prayer.

If late arrivals come much later, it is best to guide them to the balcony.

Overflow chairs are located in the right closet in the Fellowship Hall. Chairs will generally be in place for the service; it may be necessary, however, to set up some additional chairs.

Count Attendance

Just prior to or during the Message for Young Disciples, please count the number of babies, kids, and adults attending the service. Include the balcony, choir, caretakers, guest speakers and yourselves, but not the organist or pastors leading the service. Record the information on the attendance chart in the last page of the guest book.

Please attempt to be as accurate as possible rather than estimating as we track attendance numbers closely.

Collect the Offering

Offering plates are in the ushers' corner.

Start collecting the offering when the offering is announced and the music starts.

Using three plates downstairs works well, as follows:

Usher #1 takes two offering plates and heads up the center aisle. The usher hands one to the person in the front row of each side of the church, who then passes it along. The helper you identified at the beginning of the service will pass from the aisle by the organ.

Usher #2 takes one offering plate and heads to the “Amen Corner” (the section that faces the choir) and begins the plate there. Then this usher turns back to the center section and passes the plate back and forth in the center section. When the plate from the “Amen Corner” has completed its rounds, Usher #2 picks it back up.

Usher #2 remains alert for the balcony assistant to come downstairs with the balcony offering. When that helper comes downstairs, Usher #2 takes the offering from their plate and combines it with their plate. The empty upstairs plate is returned with the helper. At that point, the upstairs helper should tell Usher #2 what the balcony

attendance is.

Please do not pass offering plates to the choir.

Ushers #1 and #2 wait with their full plates at the back of the sanctuary, in the center aisle. When the congregation starts to sing the Doxology, bring the offering forward and give the trays to the pastor or Worship Leader. Remain standing facing forward through the Doxology and the prayer. You will need a copy of the bulletin to be able to participate. Then return down the center aisle to your seats.

Duties after the service

Open the doors to the narthex.

Collect the bags of hearing assistance equipment, return them to the table in the ushers' corner, and make sure that the little black box has been turned off so that we don't run down the batteries.

Walk through the pews, replacing the hymnals in the pew racks, and gathering then recycling the used bulletins and inserts.

If communion has been served, pick up the communion cups from the pews and dispose of them.

Record the attendance on the chart in the last page of the guest book.

Thank you so much for ushering!