

If you are not able to usher on your scheduled dates, please find a replacement. Email office@peaceucc.org for a list of substitutes and contact information.

Please read through these instructions before you arrive

We remind ushers scheduled for the 10:30am service on the first Sunday of the month that you will be assisting with Communion; please ask Pastor Corinne for instructions prior to the service.

Thank you for giving of your time in service to Peace Church!

USHERS AT PEACE CHURCH Responsibilities

- Ushers should arrive 30 minutes before the service begins. Please wear an usher nametag in addition to your own. They are hanging on the usher cube shelf in the Narthex.
- On the first Sunday of each month, ushers will assist with the serving of Communion. Please check with the pastor beforehand for instructions.
- Sanctuary doors should be closed as soon as the announcements begin.
- Ushers should distribute the bulletins at the doors. Please make sure that every adult who wants a bulletin receives one. One usher should stay in the Narthex for 10-15 minutes after the service starts to give latecomers a bulletin. Please assist people with finding seats as needed. There are large print bulletins and printed sermons available for accessibility.
- One adult usher should sit near the rear to take care of latecomers, or be aware of any disturbance in the narthex. If there is ever any security concern do not hesitate to call 911.
- Offering plates are found in the Sacristy on the counter in burlap bags. If three or more people are in a pew, pass the offering plate down the pew. If there are fewer than three, hold the plate for the individuals. Be sure the offering plate is passed to the choir, either after the main sections of the Sanctuary are finished or with the help of a fifth usher.
- Two ushers carry the offering plates forward during the Doxology. On Communion Sundays, ushers should sit in the front pews following the Doxology to be ready to serve Communion.
- The usher who sits near the rear should open the Sanctuary doors when the pastor comes down the aisle at the close of the service.
- After the service has ended, the ushers should pick up bulletins, paper, etc., and straighten the hymnals, making sure hymnals are placed in the racks. Pull out the slips from the pew pads and place them in the office.
- As far in advance as possible, an usher who must be absent should find a replacement.
- Please remember that being an usher is a gift of time and service you are giving to God and this community. Thank you.