

USHERS AT PEACE CHURCH

Responsibilities

Ushers are important members of the Worship Leadership Team. Like the Pastor, Choir Director, Staff, and Lay Worship Leaders, the Lead Usher and team work together to create a safe and spiritually welcoming environment so our congregation may fully experience worship.

Lead Ushers: Worship is best served by having one Lead Usher and 3-4 Team Ushers. Lead Ushers are important members of the Worship Leadership Team. Thank you for the contribution of your leadership skills.

Lead Usher Duties:

1. Attend training session.
2. Serve as Lead Usher for one month at regular rotations.
3. Your primary responsibility is to be alert to the safety of the congregation.
If there is a security concern, do not hesitate to call 911.
4. As soon as you arrive, put 2 orange cones out in the driveway to keep a lane open for emergency vehicles, taxis, and Stride vehicles.
5. Open Sanctuary windows if necessary.
6. As worshipers arrive, confirm that those who use wheel chairs or walkers have a designated person to help them in case of emergency.
7. Sit in the narthex during worship to take care of latecomers and be aware of needs or disturbances that must be addressed.

Team Ushers: Ushers are vital to the worship service and do their part to assist the Lead Usher so the service runs smoothly and in a way that allows everyone to feel at ease and prepared to participate. Please remember that being an usher is a gift of time and service you are giving to God and this community. It is a blessing, and we are grateful for your service.

Team Usher Duties (every Sunday, 10:30 service):

1. Be at the church and in place 20 minutes before the service begins.
2. Bring your cell phone.
3. Wear your nametag and an usher nametag (in the drawer in the cabinet near the front door).
4. Be Alert!
 - a. To safety — put salt on icy sidewalks if needed.
 - b. To people with walkers, wheel chairs, crutches, etc.
 - Do they have assistants?
 - Do they need assistance or direction?
 - Ask people with walkers if they would like their walker stored by the coat rack. (Be sure to return it PROMPTLY).
 - Be sure there are no obstacles or clutter in the walkways.
5. Be familiar with the location and use of
 - a. AED and sliding board
 - b. Fire pull-alarms
 - c. Fire extinguishers
 - d. Evacuation routes and all egresses

6. Be spiritually welcoming and respectful to everyone. Our goal is for them to want to return.
 - a. Station an usher at each door. Smile as you hand out bulletins.
(Remember that large print bulletins are available for those who need them.)
 - b. Thank people for coming.
 - c. Offer hearing devices and seat cushions to those who need them.
 - d. Assist with seating if needed or desired.
 - e. Offer children a puzzle page and/or activity bags.
 - f. Don't get overly involved in conversations with friends and neglect newcomers.
 - g. Offer newcomers a gift bag and sticky name tag.
 - h. Let people know there are additional bathrooms downstairs.
7. As soon as worship begins, close all four sets of Sanctuary doors.
8. One usher should assist acolytes with lighting their candle sticks and timing their walk to the front of the Sanctuary (if no other adult is prepared to do so). Extra acolyte candle wicks are in the cabinet to the left of the Fireside Room doors.
9. One usher should ring the Peace Bells at the proper time. (Instructions are on the door of the circuit breaker box.)
10. Use the light switches only as you have been instructed, because changing them creates problems. (Instructions are on the wall next to the switches.)
11. Two ushers should make sure a count is taken in the Sanctuary, Narthex, and nursery. Record the totals on the paper provided (in the drawer in the cabinet near the front door). Drop off the information in the office.
12. Offering:
 - a. Use 4 offering plates, which are stored in the lower cupboard to the left of the Fireside Room doors.
 - b. All 4 ushers walk to the front of the Sanctuary (2 in the middle and 1 on each side), then work their way to the back.
 - c. When passing plates, if there are people at either end of a pew with a large empty space between, hold the plate for them at both ends. Do not make them get up to pass the plate.
 - d. The usher on the choir side should return to the choir to take their offerings before carrying the plates forward.
 - e. Two ushers carry the offering plates forward during the Song of Thanksgiving (usually the Doxology) and remain, respectfully, in front of the altar table until the end of the offertory prayer.
13. At the Closing Song, open all Sanctuary doors. Stand at each door to shake hands, thank people for their presence, invite folks to coffee hour, and invite them to return.
14. After the service has ended, pick up all bulletins, paper, etc. Place hymnals and songbooks in their proper places. Check all the Friendship/Pew Pads. Pull out the slips that are written on and place them in the office. If any pads are empty, leave them open on the pew for replacement later in the week.
15. If you find you cannot fulfill your scheduled usher time, please try to find a replacement, or email the office to send out a group email looking for a sub.

COMMUNION: On the first Sunday of each month, **Team Ushers** assist with serving Communion. Two ushers hold the chalices next to the pastors. Be sure to wash your hands with Purell before handling any items. Check with the Pastor before the service to find out specifics. (Most Sundays we share by intinction — the pastor breaks off pieces of bread and gives to congregants who dip into chalice held by one of the ushers. Very occasionally—e.g. October World Communion Sunday—the bread and cup is passed in the pews.)

Lead Usher should watch for folks who are not able to walk forward to receive communion. Lead Usher should be the last to receive communion and should alert Pastor to those who need communion brought to them.

Ushers — 8:30 Service

Before the service:

1. Arrive at least 20 minutes before the service begins.
2. Bring your cell phone.
3. Open nametag racks.
4. Wear your nametag and an usher nametag (in the drawer in the cabinet near the front door).
5. Unlock doors (if not already unlocked). Front door/prairie doors/back door.
6. Put out hearing devices (if they are in the office).
7. Put out early service bulletins at both doors.
8. Put out welcome bags and sign (stored in cabinet near front door).
9. Adjust shades in front of Sanctuary.
10. Open windows in Sanctuary if necessary.
11. Light eternal candle and altar candles.
12. Put out 2 offering plates (stored in the lower cupboard to the left of the Fireside Room doors).
13. Be spiritually welcoming and respectful to everyone. Our goal is for them to want to return.
 - a. Station an usher at each door. Smile as you hand out bulletins.
 - b. Thank people for coming.
 - c. Be alert to all safety issues.
 - d. Ask people with walkers if they would like their walker stored by the coat rack. (Be sure to return it promptly at the end of the service.)
 - e. Offer hearing devices and seat cushions to those who need them.
 - f. Assist with hanging up coats and seating if needed or desired.
 - g. Don't get overly involved in conversations with friends so that you neglect newcomers.
 - h. Offer newcomers a gift bag and sticky name tag.
 - i. Let people know there are additional bathrooms downstairs.

During the service:

1. As soon as worship begins, close all Sanctuary doors.
2. Sit in Narthex or at rear of Sanctuary where you can monitor Narthex.
3. Ring peace bells.
4. Count attendance, record on the form provided, leave in office.
5. Collect offering.
6. Assist with communion as needed.

After the service:

1. Extinguish altar candles (leave the eternal candle burning).
2. Take communion plate and chalice to the office.
3. Make sure the money counters have taken the offering to the office.
4. Peruse the pews/restore order.