

# Instructions for Ushers

1. Ushers should arrive 30 minutes before the service.
2. Upon arriving, pick up nametags from windowsill behind bulletin table in narthex.
3. It is the ushers' job to hand out bulletins—not the greeters'.
4. Please give **children's bulletins** to age appropriate youngsters. Offer children's **activity bags** to all youngsters.
5. Check with Pastor for any special instructions, such as lights, communion, etc.
6. Light altar candles during Prelude if acolytes are not present. Otherwise, help acolytes with robes, lighting the wicks, timing, etc.
7. Please stay at the doors through the announcements. Close outer doors once the candles are lit. Seat late arrivals once service starts.
8. Take a head count during Children's Time, and mark it on the floor plan diagram, which is found on a clip board on the low table at back of sanctuary. Leave the clipboard on the table.
9. When it is time for the offering, pick up the four offering plates, and with the help of others, start the collection at the front of the sanctuary and move to the rear, as the offertory is being played. **Sort out the prayer cards and place them on top of the offering.**
10. When the Doxology starts, generally, the two ushers bring the four plates to the altar and hand them to the Pastor or Liturgist, then return to your seat.
11. During the second to last verse of the final hymn, extinguish the altar candles, or help the acolytes.
12. After the service, tidy up the pews by picking up bulletins and other papers left behind. Return hymnal and Bibles to the pew racks.
13. Collect attendance sheets out of the black folders, and clip them to the tally sheet on the clip board. You can take this packet to the church office or leave it on the back table and the church secretary will collect it on Monday.
14. Place used bulletins in recycle box.
15. Leave name tags on windowsill for next week.

Thank you — Thank you — Thank you