

Sunday Worship Usher

Ushers are hosts for worship.

They are present in the Narthex to welcome people warmly and make sure everyone can participate in worship. Anyone can serve as an usher.

Ushers should arrive no later than 9:30 a.m.

Ushers must be in position and ready to welcome people by 9:45 a.m.

All ushers should wear their name tags.

(Note: If you are unable to usher on a scheduled Sunday, please find your own substitute and make the switch in SignUp Genius.)

Usher Duties

Upon arrival

- Insert the weekly announcement sheet into the bulletins.
- Straighten chairs and make sure there are hymnals available to all people.

Once the prelude starts

- One or two ushers should light the candle lighters in the Narthex, process down the aisle and light appropriate candles. Please do not light the candles up front with matches.
- Close the center glass doors from the Narthex to the Sanctuary after the candles are lit. Hold the center doors open for those who wish to enter there. We keep the center doors closed during the prelude to cut down on the noise from the narthex.
- Welcome and hand out bulletins to people.

During the service

- During the first hymn, ensure the Deacon's Kitchen door at the south side of the Sanctuary is closed.
- At least one usher should remain in the Narthex during the service to respond to any issues that arise.
- One usher should walk down the side aisles and visit the balcony to tally attendance during the service using the sheet provided in the supply basket.

- On Communion Sundays, two ushers should go to the back row once the servers are ready and begin inviting each row to come forward. We work from the back to the front of the sanctuary.

After the Service

- Extinguish all candles.
- Make sure hymnals are put back and accessible for every seat. There should be a hymnal on each chair with arms up front.
- Straighten rows of chairs, lining up with the tape markers on the floor.
- Tidy up the Narthex – clean up paper lying around and general tidying. Take the ministers' water glasses to the Deacon's Kitchen and wash them for the following week.
- Return the basket of used and unused bulletins to the church office.
- When everyone has left the sanctuary, turn off lights in the Sanctuary, unless a group is using the space. Ceiling fans always remain on to help circulation in the sanctuary.
- Make sure wooden front doors are locked. Close all glass doors between the narthex and sanctuary. Close all windows in the sanctuary.

In case of emergency

- **Medical emergency:** If someone needs medical attention, one usher should stay with the person, and another should call 911. After the service, notify one of the staff so that an injury report can be filed, if needed.
- **Fire:** One usher should call 911. Two ushers should go to the nearest safe exit and stand at the door to help people to exit safely. Once the majority are out, help those with walkers, then wheelchairs.
- **Tornado/Storm:** If you hear a tornado warning siren, one usher should head to the lower level and open the classrooms. Remaining ushers should stand at the top of each stairway directing people down to the lower level while another should head for the elevator to help those who cannot use the stairs..
- **Person in need:** Offer hospitality, preferably in the social hall. After the service, ask one of the ministers to talk with the person.
- **Protester(s):** Notify one of the ministers.
- **Other:** Use your best judgment to address any other emergencies. Anytime you feel concerned about the congregation's safety, stay calm and get help quickly. Do not hesitate to call 911.