



## *the service of* **USHERS**

Ushers are some of the first people guests will interact with upon arriving at SonRise, and will help form that all-important first impression. Because of this, it's imperative that ushers see their first responsibility as being greeters. Ushers also assist in maintaining orderly worship.

Ushers serve the Lord in this way:

### **PRIOR TO WORSHIP**

- Arrive 1 half hour prior to the service.
- Check that the facility is clean & safe (swept, shoveled, chairs neat, any trash disposed)
  - Report any problems to the Trustees or Pastor.
- Ensure that the Information Table is attractive and organized. Nothing should be on this table unless it's intended for people to pick up (e.g. brochures) or fill out (e.g. guestbook). No one should be seated at this table as that will discourage anyone, especially guests, from looking at the materials.
- Prepare the worship folders for the service, folding and stuffing them.

### **AS PEOPLE ARRIVE AND DURING WORSHIP**

- Personally greet every individual who enters, especially those whom you do not know. Use a genuine smile, a warm handshake, and a "Hello, welcome!" Be friendly.
- If a person is visiting, ask them if they have any questions. If there are questions the usher cannot answer or any questions regarding Holy Communion, BRING (not point) the person to a pastor.
- If a person is visiting, introduce them to someone in the congregation. Invite them to sign the guest book. Encourage them to sit anywhere they'd like.
- If more seats are required, set up more rows in back. Do not obstruct aisles.
- During the children's message or sermon hymn, count the parishioners (every soul is counted, whether pastor, usher, or baby). Don't forget to add to the count if more people arrive after the count is taken. Report this number to the Financial Secretary after worship and log in the back of the guest book.
- OFFERING
  - Come forward to receive the plates as soon as the offering is announced.
  - One usher takes the left aisle, one takes the right. When the congregation is large, three or four plates will be used. Simply pass one plate to your left and one to your right and allow people to pass it down the row.
  - After the offering is gathered, **IMMEDIATELY** come forward to the altar. **You should not wait in the back.** If the pastor is not finished preparing the altar, come forward and wait in front of the altar until he receives the offering.

- COMMUNION

- As the Communion Assistants and Pastor receive communion, walk up the aisle to the front row.
- Wait for the Pastor to invite the congregation to the Lord's Table.
- WITH ONE COMMUNION ASSISTANT
  - Begin with the left side (facing the front). Indicate when people should go forward.
  - After the left side is finished, come forward again and invite the middle section to proceed, row by row.
  - IMPORTANT: Do not begin inviting the right side until the middle section is completely finished. The Communion Assistant will then change sides. AFTER the assistant changes sides, then invite the right side.
- WITH TWO COMMUNION ASSISTANTS
  - Begin with the left and right sides (at the same time).
  - Whichever side is finished first will begin inviting the middle section, one row at a time.
  - When both right and left sides are finished, ushers will alternate rows in the middle section. One will go left, the next will go right.
  - If you're not sure, please ask the pastor BEFORE the service so that you're able to guide the congregation.
  - Remember that when we have two assistants, many people in the congregation are visitors and will need extra assistance in knowing when and where to go. Be ready to help! Be clear in your guidance!
- Try not to create a long line – let people sit until the line is shorter.
- If anyone needs Communion brought to them, notify Pastor at the end of distribution.

#### **FOLLOWING THE SERVICE**

- Assist people in returning their hymnals to the rack.
- One usher assists the Financial Secretary in securing and counting the offering. (The IRS requires that two people must be with the offering at all times, until it is fully counted or sealed. Also, the offering must be counted or sealed immediately following the service.)
- The other usher cleans up from the worship service: neatens the information table, picks up any stray papers or trash, sweeps the high traffic areas of the worship space (such as the entrance, aisles, and altar area).
- **Do not turn the lights out until ALL people have left the worship space. We encourage fellowship in our congregation!**