

USHER RESPONSIBILITIES

Thank you so very much for volunteering to Usher on _____ (dates). We appreciate you sharing your time and talents with our congregation.

The following is a reminder (if you've ushered before) -- or a list (if you haven't ushered before) of responsibilities:

Arrive 15-20 minutes early

Wear your name tag (from the Narthex)

Get the "usher" tag out of wooden stand in narthex and attach to your name tag

Pass out bulletins at each entrance from the narthex

- ❖ One usher on each side entrance and two in the middle entrance
- ❖ A warm smile and greeting for each person worshipping is always welcome!
- ❖ If you see a visitor, please ask if they need any information (where to hang coat, bathroom, fellowship hall, location of the nursery, and if time, please guide and invite them to fellowship after church, etc.)
- ❖ Bags for Children to use during service are on back pew; these need to be returned to ushers or put back on the last pew
- ❖ Once the service begins, you can sit on the very back pew or anywhere else you prefer. Leave some bulletins available at your station.

Take offering

- ❖ Gather at the back center aisle of the sanctuary during the Creed being spoken (check the bulletin) so you are ready to walk down the aisle as soon as it is finished (no one will cue or call you forward from the front).
- ❖ All four ushers go forward; each receive two collection plates
- ❖ Split up into pairs; each pair taking one side of the sanctuary – one at the side and one at the center aisle.
- ❖ Make sure and move in alignment with your partner, and the other pair.
- ❖ For rows that have a lot of people in them, let the plate pass all the way down
- ❖ For rows that have a few people on each end, each usher can collect from that end.
- ❖ When the music ends, two ushers go forward to bring all the plates
- ❖ Set the plates on each side of the altar
- ❖ On communion Sunday there are stands at each side for the plates
- ❖ Step back from the altar, but remain there while Pastor says prayer. Once the prayer is finished, return to your seat

After service say goodbye to congregation if Pastor is not at the exit

Go through and clean-up pews

- ❖ collect leftover bulletins, miscellaneous papers, used children's papers
- ❖ straighten hymnals (typically two blue and one red each section), Bibles, etc.
- ❖ Assist parishioners as needed throughout and before the service

Please call **Willy Froling** at **248-627-1927** if you have any questions regarding the above responsibilities. If you encounter an emergency and are unable to usher on your scheduled day, please call **Bob Thornton** at **248-674-1955** ASAP or before 9 a.m. the Sunday you signed up for so we can find an alternate usher(s) and have them in place for the service.

Again, thank you for volunteering!
Members of the Music and Worship Committee