

# Ushers

**Description:** Ushers are responsible for managing logistical issues that arise during the service, including arranging for special seating needs for individuals, coordinating the collection and offering of gifts as well as communion, etc. It is expected that congregation members will follow the direction of the ushers during the service. Before service begins, ushers are stationed at the doors to the sanctuary and hand out the weekly bulletins or other materials, such as children's activity pages, hearing assistance devices, and large print bulletins. The ushers may be seated after the announcements, but the "lead" usher should remain available for late arrivals and also remain attentive throughout the service to assist those in need. The "lead" usher should also check with the Pastors for any special instruction before services for Baptisms, new member services, or for special worship concerns.

**Eligibility:** Ushers are members of the church. While anyone can serve as an usher for a given service, it is important to identify a "lead" usher who can direct less experienced ushers. There should be at least one "lead" usher for each Sunday morning service and any special services.

## **Specific Duties:**

1. Arrive 30 minutes before service begins.
2. Standing inside the sanctuary doors, the ushers hand out bulletins and greet members. You may also identify yourself to those you don't know and especially to those who may be visitors.
3. Collect the offering at the appropriate time. Ushers walk down the center aisle two by two. The acolyte, standing in front of the altar, will hand each usher a collection plate. Two ushers will each go to the side aisles and collect towards the windows. The remaining two ushers will go down the center aisle, again collecting toward the windows. Ushers will then gather at the back of the center aisle and wait for the conclusion of the offertory hymn. At the start of the offertory response, the ushers will walk down the center aisle and hand the plates to the acolyte. When all plates have been handed back, ushers will return together as a unit down the center aisle returning to their seats.
4. At the distribution of communion, two ushers should direct the communion flow down the two side aisles; two ushers should distribute the communion glasses at the front side of the aisles. An additional person is needed to collect the soiled glasses at the front center aisle (often one of our younger church members is asked for assistance). Remember that this person needs to be relieved so they might also receive communion.
5. Following the service, help restore the worship space so that it is tidy for the next service.

*If you are ever unable to serve your duties in the assigned slot, please let the Parish Assistant, Neil Sunkel, know as soon as you are aware of the conflict, so that a replacement can be found. You can always email Neil at [neil@tree-of-life.us](mailto:neil@tree-of-life.us), or you can call him at (717) 805-1176.*