

Usher Guidelines

First of all, thank you for volunteering to be an usher at Second Presbyterian Church. The following outline lists the duties you need to carry out as an usher. Please read it carefully. We offer these guidelines to assist you in this ministry and to ensure that the service will be meaningful to all who enter our doors.

Ushers meet at 10:40 a.m. in the Narthex, properly attired, wearing their name tags. The Head Usher shall oversee, know responsibilities and make assignments to team members.

Preparation for Worship Service

- ***Check sanctuary for cleanliness and order.***
- ***See that the doors are unlocked and the lights turned on in the Narthex. Weather permitting, doors can be left open until the start of the service as a welcoming sign to the neighborhood.***
- ***See that the collection plates are available on the table in the chancel.***
- ***Light the candles in the chancel.***
- ***Turn on the exterior lights behind the stained glass windows in the west transept. The three switches are marked and located in the top left corner of the breaker box located in the sacristy behind the pulpit.***
- ***Distribute bulletins being aware of the Large Print edition as well as the Children's Bulletins located on tables in the Session room and in the narthex. Focus your efforts on communicating a genuine welcome to everyone who comes—long term members, newer members, visitors. Extend a hand in greeting whenever possible. Always attempt to greet people by name. Make an effort to learn the names of visitors and introduce yourself to them. Make an active effort to know the names of our children and youth and address them by name.***
- ***Be familiar with the location of our nursery and children's area and our programs for them. Make visitors with children aware of the Sacred Space opportunity during the service.***
- ***Know the location and operation of the assisting devices for the hearing impaired.***
- ***Be familiar with the location of the restrooms (Handicap Accessible in the northwest corner of the children's area, reached through the children's area via Niccolls Hall.)***

Worship Service

- ***During the prelude close the double doors to the Narthex and Session Room. Remain available at the rear of the sanctuary up to 15 minutes into the service to assist latecomers. Be familiar with the Order of Service so that latecomers may be seated at the appropriate time.***

- *Attendance count is to be taken during the service. Note the number of adults, the number of children and choir members, if possible. Record the numbers on the Worship Participation Card and place card in the collection plate for the auditors or put in the Pastor's mailbox.*
- *At the appropriate time in the service, assemble at the rear of the sanctuary in your assigned positions, to receive the Tithes and Offering. As much as is possible, stay even with your partner from pew to pew. Organize the prayer cards (Thanksgiving on top, Concerns below) to be given to pastor upon returning plates to chancel.*
- *During the last hymn, open the doors into the Narthex and Session Room.*

Post Worship

- *Where appropriate, guide people to Niccolls Hall for fellowship.*
- ***Two ushers need to place all of the contents of the collection plates into the locking pouch. The pouch should be zipped, locked, taken to the office and placed into the safe.*
- ***The usher dropping the pouch into the safe should pick up the spare pouch in the last cabinet on the right and place it with the collection plates in the storage space at the back of the Chancel for the following Sunday's use.*
- *Be alert for the opportunity to speak to visitors when they leave the church, calling them by name, if possible.*
- *Snuff out candles in the chancel. (Snuffer is hanging on a board overhead to the left, in the rear of the chancel area.)*
- *Check to be sure that the pulpit and lectern lights are off.*
- *Turn off the exterior lights behind the stained glass windows in the west transept. The three switches are marked and located in the top left corner of the breaker box located in the sacristy behind the pulpit.*
- *Pick up and dispose of any bulletins or papers left in the pews or chancel area. Check the pews for any personal articles that may have been left behind and turn them in to the office.*
- *Turn off the sanctuary lights if the sanctuary is vacant when you leave.*

NOTE: Usher must find a substitute if he/she cannot be present on a given Sunday, and Head Usher for that month should be notified.

Be familiar with the Emergency/Evacuation Procedures.

*Welcome one another, therefore, just as Christ has welcomed you,
for the glory of God. Romans 15:7*

09/19/2011