

USHER INSTRUCTIONS – 8:45 a.m. Worship

Thank you for your willingness to serve as an usher for First Presbyterian Church. You are providing an important service to our church in facilitating a smooth functioning of our worship service as well as being a front line representative of the church to our members and visitors. Ushers affect the quality and spirit of a worship service and the impressions made on visitors are often shaped by the ushers.

Please read these instructions prior to your first service and arrive thirty minutes before the start of service. Upon arrival you should put on your magnetic USHER name badge, then check to make sure all narthex, restroom, Sanctuary, Chancel and Parament lights are turned on. Place a glass of water on the top step of the pulpit on each side for the ministers. Bulletins should be in the chapel. Close the chapel doors and open the Sanctuary doors. The Sanctuary doors always open into the Narthex. Ten minutes prior the start of service, the candles will be lit. Go back to the Narthex to greet worshippers and to hand out bulletins.

Close the Sanctuary doors at the chiming of the bells to start the service. Any late comers should be asked to wait to enter during any prayers or the confessions. Enter the sanctuary and, standing at the back, take a headcount. This will be entered into the white binder located in the cabinet on the left side of the Narthex. During the service one usher should remain in the Narthex for security reasons, one usher should be in the Sanctuary to be alert for any medical or other situations that require assistance.

Reassemble in the Narthex after the second hymn. After the Lord's Prayer and opening the doors inward to the Narthex, the ushers will enter the Sanctuary together and stand in front of the minister, collect the offering and return to the Narthex. At the start of the Doxology, the two ushers will enter the sanctuary on the center aisle and stand on the floor in front of the chancel during the Celebration of Giving and Prayer of Dedication. After the Prayer of Dedication, return to the narthex using the center aisle. To return to the Sanctuary, please enter through the side sanctuary doors.

The first Sunday of each month is scheduled to have communion service. We currently are practicing two ways of distributing the elements. On some occasions, we are having the worshipers go to the front of the sanctuary to receive the elements. Ushers have been asked to assist in this by helping direct the traffic flow in the aisles. The ushers will stand at the left side of each section (facing the pulpit) and starting at the front row, indicate when each row should move out and up to the front. Pace the flow of people so that the elders distributing the elements are not swamped with people. Ushers should join the line after the last pew in your section. The traditional method is to have elders distribute the plate and cups to the members in their seats. In this case, no action is required by the ushers. The ushers will be notified by the church office if ushers will be required to assist with communion.

Open the doors (inward) immediately after the benediction. Immediately after the service, take the offering plates back to the vault room in the office. The key to the vault is hanging on a hook on the computer server stand. Plastic envelope bags are on top of the safe, place all contents of the collection plates into this bag, and use the felt tip pen to write the date and "1st Service", peel off the protective strip, seal the bag, and place it in the drop slot in the front of the floor safe. Relock the vault door, replace the key and return the offering plates to the narthex.

Please extinguish all candles, and pick up bulletins and anything else left in the pew seats and pockets. Bulletins may go in the recycling bin in the chapel or if they are pristine, may be left in the Narthex to be used in second service.

Close the doors to the Sanctuary, close all outside doors and return your magnetic name badge to the board.

Be prepared to handle special or unusual situations, although they seldom happen. Note where you might find extra folding chairs or where to find the wheelchair if necessary. Be prepared to send an usher to the office or to call 911 if the need arises. Try to handle the situation to the best of your ability with a minimum of disruption.