

## Guidelines for Ushers

### What it is:

Thank you for agreeing to be an usher. The job of usher is to:

- ensure that pews have hymnals and Bibles
- update the hymn numbers in the hymn board
- show people to a pew, providing them with bulletins, pew cards, and *Faith We Sing* hymnals.
- Count the number of attendees in worship
- Collect the offering
- On Communion Sundays, ensure that communion assistants are there
- Straighten up the pews after worship

### Why we do it:

We have ushers in order to provide a welcoming environment for both members and visitors, ensuring that everyone has what they need to participate in worship.

### What we do:

- Please plan on arriving **at least 15 minutes** before the service.
- If a scheduling conflict arises, please try to find a replacement and let the person who originally asked you to be an usher of the change. If the change is last minute, please let the pastor know by calling (802) 899-1722 or notifying her/him on Sunday morning.

### Before the service

- **Check the bulletin for the hymn numbers** we will be singing and change the hymn board at the front of the church accordingly.
- **Check pews** for unnecessary items, scraps of paper, etc. and straighten as necessary.
- Make sure that **hymnals and Bibles** are available in the pew racks (check bulletin to see which hymnal we will be using and verify that the correct the hymnal is in the pews).
- **Verify that there is an acolyte** and/or light altar candles if necessary.
- **On Sundays with communion**, speak with pastor before the service begins to verify how communion will be celebrated. If communion will be served in the pews, find two additional volunteers to assist with the distribution.
- Please hand out bulletins, *Faith We Sing* hymnals, and pew cards to worshippers as they enter, and show people to pews.
  - **Bulletins** will be on the small table just inside the sanctuary doors, including large print bulletins and special bulletins for children, as needed.
  - ***Faith We Sing* hymnals with pew cards** tucked inside will be on the yellow bench in the back of the sanctuary. If you run short, please encourage people to share. As you are seating any newcomers, please mention that the pew cards provide information about our service, including the Lord's

Prayer, etc., and that *The Faith We Sing* hymnals are used for hymns with numbers beginning with 2xxx.

### **During the service**

- **Close all doors** to the sanctuary as the service begins.
- **COUNT ALL WORSHIPPERS AND RECORD NUMBER IN THE PAD** located on the table at the back of the sanctuary. Be sure to include the choir and children!
- **Sit in back pew and assist latecomers** with bulletins and seating.
- **During the offering**, receive plates from the pastor at the front of the sanctuary. Collect offering as follows:
  - walk to the back of the sanctuary, across the back to the outer wall, then back up to the front pew.
  - Work back, collecting offerings for those seated in the outer half of the pew. The two ushers should attempt to proceed back at approximately the same rate.
  - When both ushers have reached the back, proceed down the center aisle to the front pew, collecting offerings from those seated in the aisle-side half of the pews.
  - After collecting offering, remain in the back until the organist begins playing the doxology. (Often "Praise God from whom all blessings flow...").
  - **During the doxology, move forward and stand at base of stairs.** Remain there during the offering prayer. After this you may be seated.
- **During services when there is communion**, the elements should be brought and placed on the communion table as the offering plates are brought forward. Assist pastor with the distribution of the elements.

### **After the service**

- Snuff out candles.
- Tidy up pews.
- Collect and discard communion cups.

### **Time Commitment:**

Approximately 45 minutes.

### **Number of volunteers needed:**

Two per Sunday, rotating around throughout the year.

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**THANK YOU FOR BEING AN USHER!**

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