

Southminster Presbyterian Church

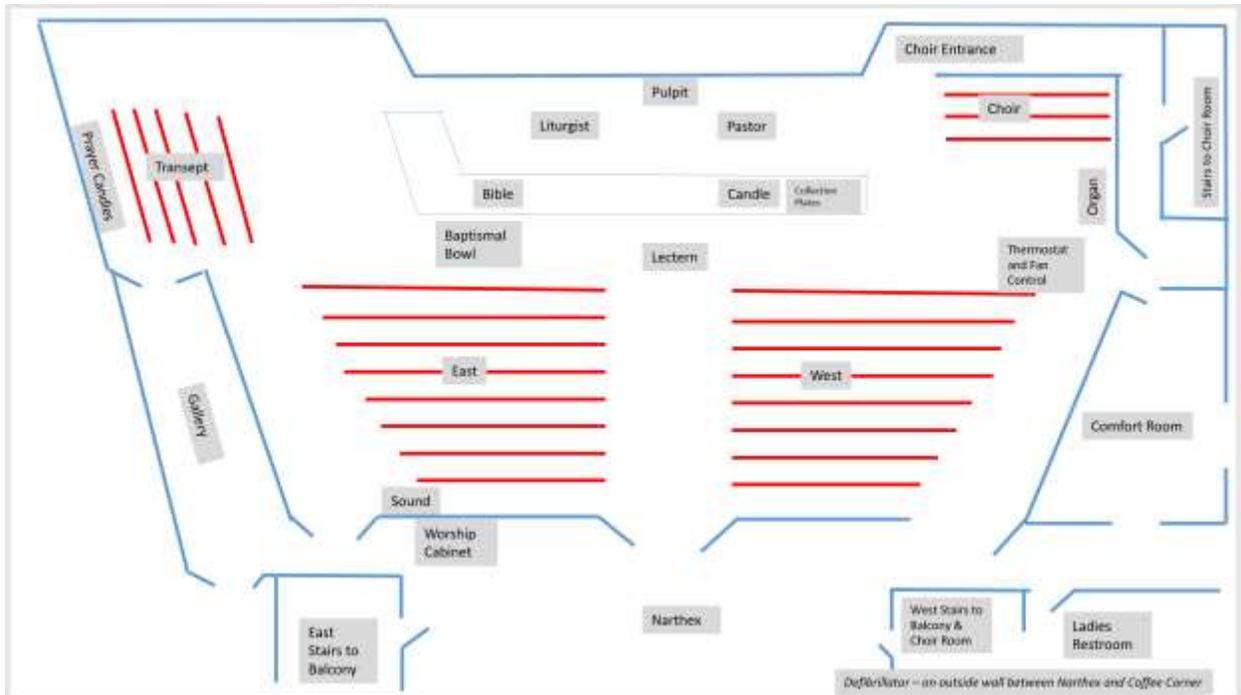
Worship Team – Usher Duties 101

February 2018

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Southminster Sanctuary Layout:



Southminster Ushering General Duties

Before the service:

Water: Fill two new clean cups of water in the sanctuary for the pastor. One next to the pastor's chair, and another inside the lectern.

Candles: Light the Christ candle on Communion table if Acolyte is not present.

Bulletins: Help distribute bulletin and other supporting worship materials. See head usher duties for more specifics if needed.

Reserved Seats: Be aware of special seating needs – place the red 'RESERVED' signs on appropriate pews

- 1st Sunday for communion servers
- Baptisms – typically on East side. If there is a baptism, check to make sure water has been placed in the baptism bowl. If water is needed, please fill with hot water from the tap. That way, by the time it is needed it will be a comfortable temperature for the pastor and the one being baptized.

Be aware and helpful as much as possible to pastoral needs.

Christmas Eve or other evening events:

- If the Stained-Glass flood lights need to be turned off during a service– the switches are at the top of the west side stairs to the balcony.

During the service:

Attendance Count Sheet: Count congregation to help capture accurate attendance – this is recorded on attendance count sheets in the top drawer of the worship cabinet (just behind the east main section of the sanctuary).

- Tip: during the first hymn, just walk up the outside edges and count attendee's heads from behind, instead of staring into their beady little eyes!!!

Close and open doors to sanctuary at appropriate times

- Typically, close at end of beginning of announcements.
- Open main doors for Children's time, close when the children leave the sanctuary.
- Open during final hymn.

Distribute the collection plates and place them back on the communion table once collection is complete – typically do not give to pastor, just set them on the table.

Be aware of needs of pastor, sound & lights technician, members & visitors.

If emergencies arise, do not be fearful to call 911 for assistance. The doors of the church have been numbered to assist police and first responders. The main outside entry doors to the sanctuary have been numbered entry 1.

- There is a defibrillator on the exterior wall between the Narthex and the Coffee Corner.
- Note: As of February 2018 – Todd Hall has called 911 twice over the years. The person who needs medical attention will likely say they are fine, but call anyway – especially if their family or friend is concerned – this will put everyone more at ease knowing someone can come and verify there is no problem! It takes very little time for first responders to arrive – if possible send someone outside the front doors to help guide the first responders in.

After the service:

Cleanup: Collect loose papers, communion cups, etcetera and dispose. Place Hymnals and Bibles back into pew shelving, just generally cleanup so the Sanctuary is ready for the next service. This includes the choir area as well.

Friendship Pads: If the friendship pad (pew registration pad) is empty – get a replacement from the Worship cabinet. Place used sheets in the top drawer of the Worship Cabinet along with the attendance sheet numbers.

Candles: Extinguish candles – this includes the Christ candle on the Communion table and the prayer candles behind the transept.

Offering: Since July 2016, ushers no longer handle the offering after the service. The finance committee takes it from the communion table and takes it to our bank's safe deposit.

Water: Throw out cups of water from the Pastor's chair and lectern. If there was a baptism, please empty the water.

Flowers: Typically, ushers do not do anything with the flowers. Whoever has provided the flowers picks them up. If they cannot pick them up right at the end of the service – leave them there, they will probably come back later to get them.

Southminster Ushering – Roles

Head Usher (1)

- Should arrive 20 to 30 minutes before the service.
- Bulletins for the current worship service should be on the worship cabinet. If they are not, check in the office.
- Place approximately 20 bulletins in the shelving at the top of the stairs, split supplied between both stairs.
- Distribute the remaining bulletins in fairly equal groups across the three entrances to the sanctuary.
- Have at least one helper handing out the bulletins before the service. Having an usher at each entrance is not desired – especially the east entrance (entrances on Far Hills side).

- Typically ensures that they or someone else is stationed in the Narthex to assist with general worship support. Open/close doors, help with directions, be aware in case there are emergency needs.

Collection / Cleanup Ushers (4)

- Be available for collection – either be in the narthex during the service or simply come out to the Narthex before collection. It is nice if there is a hymn after the sermon, but this does not happen always.
- Be helpful after the service in straightening up the pews. It takes one person maybe 15 minutes to do this – only a few minutes if 3 or so are helping.

Usher Recruitment – Opportunities

- We need to have at least one designated ‘head’ usher for each Sunday of the month in addition to special services, such as Christmas Eve and Passion Week services.
- It is very typical that this ‘head’ usher is looking for help, especially before the service starts and everyone heads into the Sanctuary.
- It is also very typical that the same people are recruited for collection / cleanup by the same ushers.
- It takes 5 to efficiently carry out the collection – 4 for the main floor of the sanctuary and 1 for the Balcony. The first usher who is done, typically visits the comfort room to make sure those in that room have the opportunity to participate.
- Opportunity: We typically leverage a small number of people to help with ushering duties. We go back to the same individuals time and again because they have helped before in the past. Be open to asking different members / attendees if they would like to help with taking up the collection, or with ushering in general.
- Opportunity: Aside from worship services, we lack recognized support for ushering for funeral / memorial or other community involved services. We would like to identify a pool of people who would be interested in assisting for these types of needs.