

# Southminster Presbyterian Church

Worship Team – Usher Duties 101

June 2019

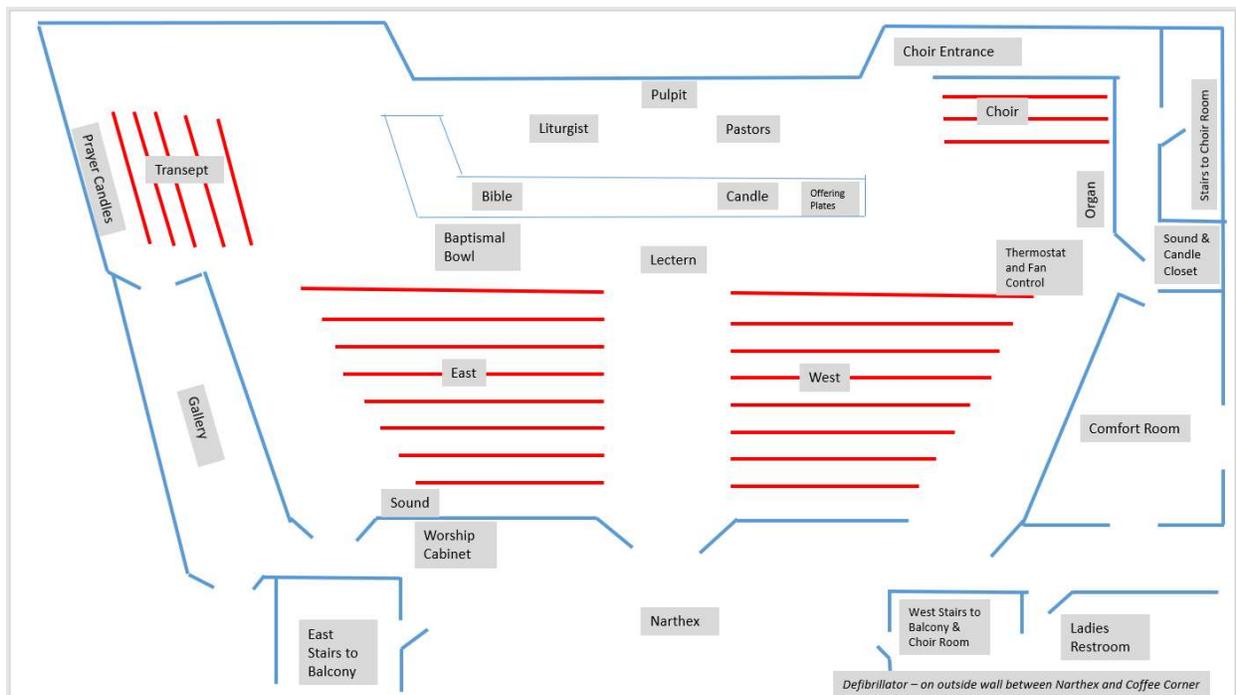
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## Summary Checklist

Item	Regular Sunday	Communion Sunday	Baptism	Evening Service
4 Cups of Water (1 for each pastor + 1 for Liturgist (behind Bible) + 1 in Lectern)	✓	✓		✓
Check & Light Candle	✓			✓
Turn Off Window Spotlights				✓
Hot/Warm Water for Baptism			✓	
Bulletins (put 20 in Balcony)	✓	✓		✓
Reserve Pews		✓	✓	
Attendance Counts	✓	✓		✓
Collection – Bring in with offering hymn	✓			✓
Collection – Bring in as soon as done		✓		
Clean up Pews – attendance sheets & trash – leave personal items as is	✓	✓		✓
Extinguish Christ and Memory Candles	✓	✓		✓

## Southminster Sanctuary Layout:



## Southminster Ushering General Duties

### Before the service:

**Water:** Fill four (4) new clean cups of water in the sanctuary for the pastors and liturgist. One behind The Bible on the communion table (for where the liturgist stands), one next to each pastor's chair, and another inside the lectern – do not disturb anything else that that a Pastor or worship leader may have set there ahead of time.

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

- Tip: Use flashlight on smartphone to check level of oil in candle. If low, exchange it for another candle that is in the Sound and Candle Closet.

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

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

- 1<sup>st</sup> 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 wall up the outside edges and count attendee's heads from behind, instead of staring into their beady little eyes!!!

**Doors:** 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.

**Collection Plates:** Distribute the collection plates and place them back on the communion table once collection is complete – just set them on the end of the communion table nearest to the choir.

❖ One concern was raised in June 2019:

- Someone had said the ushers need to be more careful in how they choose to pass the plates. If there is a big gap in the middle of the pew, some elderly people have difficulty passing the heavy collection plate to the other end of the pew. In those cases, she thought the ushers on each end should hold out the plate for their end of the pew and then move on to the next row.
- Just use common sense and if there are two or three just at the end of the pew, offer it to them and if they want to take it, that is fine, they may go ahead and take it down the pew, or they may just give it back. Either way is fine, just be flexible. Thanks for your willingness to serve the church in this way!

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

- Tip: If there is concern about the sanctuary being at an uncomfortable temperature – about the only thing we can do is turn on / off the fans. The space is simply too large to change temperature quickly. Recommendation is to not adjust the thermostat (unless it is obviously been messed with) – just use the fan. This is located on post nearest the organ.

**Emergencies:** 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 June 2019 – 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.
- During Severe Weather Warnings, be aware of weather and monitor via smartphone or other means. If severe weather is a threat to the church – inform the congregation and ask that everyone relocate to the ‘safe’ area, which is the hallway that runs along the CFC between the church offices and the preschool area.

### After the service

#### Pew & Choir 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.

#### Pastor / Liturgist Cleanup

Remove and dispose water cups and Baptism water. Anything else should be left ‘as is’.

#### 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.

## 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.