

Usher Duties (12/3/13, Author: Charles Rohloff)

- Dress appropriately, wear nametag, and arrive at the church 20-30 minutes before the start of the worship service.
- Before people begin to arrive, prepare correct bulletins, green announcement sheets, children's bulletins, and large print bulletins on the table in the vestibule for distribution. Refill basket with coffee cups containing information about Calvary, if needed. Ask a greeter to hand these coffee cups out during the announcements. Check assistive hearing aids/devices, lighters, and thermostats.
- As people arrive, greet them, give each one of them a bulletin, give at least one (or more, if available) green announcement sheet to each family, and give a children's bulletin to each child who wants one. Large print bulletins remain on the table. If someone asks for a large print bulletin, get one for them then or help them to get one for themselves, if needed.
- During the announcements, ask one of the greeters to hand out coffee cups containing information about Calvary to first-time visitors who raise their hand.

- After all worship assistants have walked down the aisle toward the altar and during the opening hymn, close the doors to the sanctuary.
- Sometime between the opening hymn and the reading of the gospel (usually about 15 minutes after the start of the worship service), count everyone in attendance and write the total number on the calendar in the usher/changing room.
- After the sharing of the peace and as soon as the pastors and other worship assistants have returned to the altar area, take up the offering with the assistance of 2-6 greeters/others.
- After the Lord's Prayer and singing the AGNUS DEI, direct people to the communion rail for communion with the assistance of 2 greeters.
- During the closing hymn, open the doors to the sanctuary.
- After people leave the sanctuary, deposit the offering in the safe and clean/straighten-up the sanctuary and the table in the vestibule. Turn off the lights and reset thermostat, as needed.
- Perform other duties as requested/needed.