

USHER DUTIES

- Wear name tag
- Arrive at church 30 minutes prior to the start of service
- Retrieve bulletins (regular and large print), greensheets, and children's bulletins from the workroom behind the Church Office
- Ushers serving at the 11:00 am service should consider placing a greensheet in each bulletin before handing them out
 - Ensure that there is at least one usher distributing bulletins at the main entrance to the sanctuary and one at the West entrance
- Place six large print bulletins on the front pews (three on either side) for the pastors, intern, assisting minister, lector, acolyte, and crucifer
- Be prepared to provide assistive hearing devices if requested
 - These are located in the bottom right drawer of the ushers' table along with the lighters
 - Be familiar with how to change the batteries in these devices
 - If there are no batteries in the the drawer, check the work room behind the Church Office (the cabinets are labeled)
- Know the location of restrooms, nursery, lost and found, etc.
 - If someone asks the location of something, it is a good idea to walk with them to their destination
 - This will give you an opportunity to introduce yourself and determine whether they might be a first time visitor
- Ring the church bell five minutes before the start of the worship service
 - Ring the bell for one minute
- If necessary, replenish the basket with coffee cups containing information about Calvary
 - These will be distributed to first time visitors during the announcements
 - It is important to introduce yourself to people you may not know so that you will be aware if someone is visiting Calvary for the first time
- Provide a prayer shawl (located in storage benches at the rear of the sanctuary) if requested
- After all worship stewards and pastors have walked down the aisle toward the front pews and during the opening hymn, close all doors to the sanctuary
- Sometime between the opening hymn and the reading of the gospel, count everyone in attendance and write the total number on the calendar in the sacristy
 - Remember to count the choir, orchestra, bell choir, and audio visual stewards

- Following the sharing of the peace and as soon as the pastors and other worship stewards have returned to the front pews, take up the offering
- Immediately after the Lord's Prayer and while singing the AGNUS DEI, direct worshippers to the communion rail beginning with the outside seating sections and moving to the sections on the center aisle
 - Be prepared to assist with carrying communion elements to the altar if necessary
 - Be mindful of any specific needs such as difficulty walking and accommodate this by allowing these people to wait for a space at the front of the railing instead of walking all the way to the back
 - If someone needs a pastor to take communion to them where they are seated, inform one of the pastors
- During the closing hymn, open all doors to the sanctuary
- Obtain a bank bag from the Stephen Minister room and deposit the offering in the safe (also in that room)

BEFORE SERVICE BEGINS

- Ushers should discuss the various duties and determine which specific tasks each will perform, e.g.
 - Who will be responsible for outside aisles and center aisle during offering and communion
 - Who will be the gatekeeper at the front and who will get people out of the pews during communion
 - Who will count attendance, ring the bell, and collect the offering and place it in the safe