

So, you want to be a Usher...

Here are some helpful notes...

- ✚ Please arrive at least 20 minutes ahead of the worship service.
- ✚ Be sure to wear a name badge so that in the unlikely event of an emergency you might easily be identified. It also allows you to be easily found if someone might have a question or request. Name badges can be found on the table with the bulletins or in the welcome center.
- ✚ Please also pick up a handheld radio.
- ✚ The head usher should stand in the Welcome Center to greet people as they come in as well as be more readily available if you are needed elsewhere.
 - The hardest part of getting visitors into our worship space is the walk from the car to their pew. Statistically speaking, this is where most people turn around and go home. The more people to greet and direct, the better.
 - Be sure to interact and learn people names. If you see someone new, sit with them during worship.
 - If there are kids, invited them to take an Activity Bag
 - **The head usher will need to take attendance of the worship and write it in the book. This helps ensure that we print enough bulletins each week.**
 - The head usher will also be in charge of making sure the windows are both downstairs and upstairs.
 - The Head Usher will also need to make sure the candles are lit. Check the bulletin to see there is an acolyte assigned for the day. If not, you can find someone in the congregation or feel free to light them yourself.
- ✚ The sanctuary usher can stand inside the sanctuary and welcome worshippers as they arrive by making sure they have a bulletin and a place to sit.
 - Be sure to interact and learn people names. If you see someone new, sit with them during worship.
- ✚ Both ushers will need to collect the offering during each worship service. This will be done by taking the offering plate and walking in between each row.
- ✚ Both ushers are also in charge of securing the offering after each worship service. Per our insurance regulations two people, who are not related, need to do this work. The offering needs to be taken downstairs to the vault and secured. Both ushers need to be present while handling the offering.
- ✚ When dismissing rows for communion, don't feel like you need to have a long line of people. Maybe just dismiss one or two rows at a time to allow people to pray and sing during distribution.
 - If someone has limited mobility and cannot come forward for communion, please tell the communion assistant(s) and pastor so that they can bring communion to pew.
- ✚ If there is an emergency, you may be called upon to assist during the situation. More details about your role in the event of an emergency can be found in our Emergency Response Plan. Needless to say, you do what you feel comfortable.
 - The church will offer training sessions throughout the year that will go over our emergency response plan and procedures. It will be best to attend these when offered to stay up-to-date and prepared for emergencies.
 - The AED machine is located just outside the welcome center.
 - The first aid bag is located in the church office by the copy machine.
 - There is a wheelchair located behind the emergency exit door in the welcome center as well as on the Main entrance ramp.

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