

GUIDELINES FOR USHER CAPTAINS
11:00 A.M. SERVICE

ONE/TWO WEEKS BEFORE WORSHIP SERVICE

- Recruit 3 greeter units (person, couple, family) and 8 ushers (may use 2 ushers to greet).
- Have names to Pet Hollender (pethollender@secondpreslr.org) or 227-0000 by noon Wednesday before the Sunday service so that the names will appear in the church bulletin.
- Contact greeters/ushers a couple of days before the assigned Sunday to remind them of their commitment. Remind them to wear their name badges.

DURING WORSHIP SERVICE

Captain arrives at 10:15

- Bulletins, large print bulletins, greeter name badges, collection plates and carnations should be on the table at the back of the Sanctuary.
- Children's materials are in the cabinets behind the last pew at the back of the Sanctuary.
- Check hearing assistance devices to be sure batteries are being re-charged.
- Check the bulletin for the order of the worship service and for any special additions (baptism, communion, etc.). If you have any questions about the planned service, check with one of the ministers for any special instructions.
- Enter names of greeters/ushers on Attendance and Usher Report.
- Note the presence of **acolytes**. If there are none scheduled, it is your responsibility to light the candles on the Communion Table. Matches are located on the table at the back of the Sanctuary.

Greeters and ushers arrive at 10:30

- Provide ushers with a carnation; assign to specific positions; and provide Offertory instructions.
- Close Sanctuary doors at the Call to Worship or Prelude, whichever comes first.
- Ask one greeter to remain in Narthex for 15 minutes to handle late arrivals. For ushers handing out bulletins, ask them to remain at the back of the Sanctuary after the service has started to handle late arrivals. Instruct them to be watchful of those needing help finding a seat.
- After latecomers are seated, count the attendance including choir members, bell members, clergy and any special groups. Include the numbers on the Attendance and Usher Report and place in the deposit bag to be turned in with the offering.
- The Usher Captain or one of the ushers is encouraged to sit at the back of the Sanctuary during the service to handle any problems that might arise.
- Following the offering, move to the Narthex to empty collection plates into the bank deposit bag. Deposit bag in the slot near the church office entrance.
- Open all three doors during the Benediction.

AFTER WORSHIP SERVICE

- Have ushers collect the attendance sheets from individual pews. Take to the church office.
- Have ushers collect used bulletins, paper, children's materials, etc., from pews and return all hymnals, bibles, attendance pads, etc., to holders.
- Make sure candles on the Communion Table are extinguished.
- Take bulletins and all trash to the workroom. Place paper to be recycled in the box located next to the workroom copier.