

USHER CAPTAIN GUIDELINES IN CHART FORM

Last edited 10/7/24

| ONE/TWO WEEKS BEFORE WORSHIP SERVICE | 8:30 Service | 11:00 Service |
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| Recruit greeter(s) and ushers. Communicate with each person who signed up to serve your week through All Hands Say Hello. | 1 greeter, 3 ushers minimum | 1-2 greeters, 6 ushers |
| Remind to wear name badge | As noted | As noted |
| SUNDAY BEFORE TEAM ARRIVES | 25 minutes before worship | 45 minutes before worship |
| Distribute bulletins to tables just inside Sanctuary entrance. | As noted | As noted |
| Locate deposit bag for offerings received. (Usher Cabinet). | As noted | As noted |
| Review bulletin for worship order and note any special additions (baptism, communion, etc.) | As noted | As noted |
| SUNDAY WHEN TEAM ARRIVES | 20 minutes before worship | 30 minutes before worship |
| Distribute greeter and usher name badges. Assign to specific positions for bulletins and offering. | Narthex – 1 greeter unit Ushers – 3 ushers, 1 per Sanctuary door | Narthex 1-2 greeter units Ushers – 6 ushers, 2 per Sanctuary door Offering: 6-8 (at least 2 ushers for each of the 3 inner aisles) |
| Ushers hand out bulletins and children’s activity bags. Greeters greet and offer directions. | As noted | As noted |
| DURING SERVICE | | |
| Captain or designee remains @ back throughout the service to handle late arrivals and any problems that arise. | As noted | As noted |
| During opening hymn (and after the Call to Worship), close Sanctuary doors. | As noted | As noted |
| <i>(continued on page 2)</i> | | |

| <i>(page 2)</i> | 8:30 Service (continued) | 11:00 Service (continued) |
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| After latecomers settle (during the Time for Children or first Scripture reading), count and record attendance on Attendance and Usher Report including bell members, clergy, special groups. | As noted | As noted |
| Receive offering. | Collect into deposit bag from plates at back of Sanctuary after Offertory. Collect from same plates after worshipers have left and place in deposit bag.. | 6-8 ushers receive the offering by passing the plates along the pews during the Offertory. In 2 single files, bring plates forward during Doxology. Immediately after the Amen of the Prayer of Dedication, return to rear of Sanctuary. Collect all offerings into bank deposit bag. |
| Open all 3 doors during Benediction. | As noted | As noted |
| AFTER WORSHIP SERVICE | | |
| Return all usher and greeter badges to the cabinet. | As noted | As noted |
| Ushers collect all used bulletins, paper, children's materials, etc. from pews and return all hymnals, Bibles, attendance etc. to their locations. | As noted | As noted |
| Extinguish candles on Communion Table. | As noted | As noted |
| Remaining bulletins. | Straighten and leave for the 11:00 service. | Recycle. |
| Completed attendance sheets | (Leave attendance sheets on the pad for 11:00 pickup.) | Collect and place at office front desk. |
| Deposit bank bag. | Place any post-worship offerings from offering plates into bank bag. Deposit bank bag in deposit slot by church office entry. | Deposit bank bag in deposit slot by church office entry. |