

The Duties and Responsibilities of an Usher

The ministry of ushering is a crucial part of worship because it is one of the most visible ministries in the Church. In Christ, you have received God's unconditional love, and, in Christ, you are called to extend that same unconditional love to others. Although an usher's love is no stronger than the love found in the whole congregation of the body of Christ, nevertheless the usher performs a major role in ensuring that people see and experience that love.

Responsibilities Outside of Service

- Regularly attend worship and bible study.
- You are expected to serve every week during your assigned month. This includes any holidays or worship services during the month that ushers are requested.
- If you are unable to attend service when scheduled as an usher, you need to find a replacement and notify your team leader.

Pre-Service

- The team leader will coordinate the duties of the ushers.
- The team leader should also assure that any new usher on the team is comfortable with their role.
- Arrive one-half hour before the start of the service
- Make sure that there are four offering plates on the altar.
- Two ushers will distribute the bulletins and greet worshippers making every attempt to help them feel welcome and at ease.
- If the greeters are late or not present, a third usher will serve as the greeter.
- Be available to answer questions of anyone needing assistance.
- Be alert for guests. Have them sign the guest book following the service. Encourage them to attend post-service fellowship. Try to introduce them to an existing member of the congregation.
- If someone gives you a prayer request, pass it along to an Elder or directly to the Pastor

During The Service

- Record worship attendance. Include all congregation in attendance, the pastor, servers, organist, choir, nursery personnel, infants, and ushers.
- One usher will remain in the back of the church during the entire service. The remaining ushers may sit with families and/or friends.
- After the service has started, people may be ushered into church during hymns and other parts of the service when the congregation sings. If someone arrives during periods when the congregation is engaged in confession or prayer, when the Bible is being read, or when Pastor is reading the liturgy, an usher should suggest that it would be appropriate to wait a few minutes until that portion of the service is finished before entering. However, in all circumstances, at no time should a confrontation occur between an usher and a worshiper.

- **The Offering** – 4 ushers are needed for this activity. During or directly after the Offertory hymn (currently Create in Me), proceed to the back of the church.
 - Using the center aisle, there should be 2 ushers lined up on the left and 2 ushers lined up on the right.
 - Proceed towards the altar, stopping at the bottom of the steps, with the front ushers moving to the outside allowing room for the back ushers to move forward in the center.
 - Take the plates from the acolyte and bow.
 - The two ushers on the outside will take the respective outside aisle, and the two ushers in the middle will take the left and right side of the center aisle.
 - After the offerings are gathered, the 4 ushers will come down the center aisle and line up as they did to receive the offering plates. They will return the plates to the acolyte and bow.
 - To return, the outside ushers will lead the center ushers to the back of the church (*Always turn inward*). The ushers may return to their seats.
- **Communion** – 4 ushers are needed for this activity. After the Sharing of Peace the ushers should proceed to the back of the church.
 - Using the center aisle, there should be 2 ushers lined up on the left and 2 ushers lined up on the right.
 - When the pastor has finished receiving communion, the ushers should walk to the beginning of first pew. If there is a choir during the service, the choir will line up between the ushers on the right.
 - The back ushers job is to direct the communicants to the center aisle, beginning with the two center sections of the church in groups of 8-10 people. An effort should be made to allow family groups to commune together. The back usher should make every effort to keep a flow of people to the center aisle.
 - The front usher's job is to step aside when the communion rail on their side of the church is empty allowing the communicants to advance to the communion rail. The front usher should also count the number of people that will be taking communion. *Be aware of the need to help those that may need assistance up and down the steps.*
 - After the center aisles are complete, the back ushers should go to the first of the pews on the outside aisles and continue advancing the people to the center aisle for communion.
 - The ushers should commune with the last group. You may return to your seats.
- Be alert for any emergency that may arise. Attempt to relieve the need or contact the person(s) needed to provide the proper assistance.

Special Services

- If it is a high attendance Service such as Easter or Christmas Eve, have extra folding chairs in reserve outside the sanctuary. The extra chairs are located in the undercroft.
- Provide parking lot attendance and assistance when needed.
- Escort members and guests to their seats when the church is full and seating is limited with other ushers looking for open seating.