

Usher Instructions

Mililani Presbyterian Church

Before the Service:

1. **Arrival:** Please arrive 20 minutes before the worship service begins for set up and to review these Usher Instructions.

a. **Bulletins** (Adult and Children's): These can be found on the usher stand in the back of the Worship Center facing Kipapa Park. There should be 3 sets of bulletins – one for each usher. The children's bulletins can be divided among the three ushers. (**Note:** Contact Elders **Ryan Hardin**, **Phil Demske** or **Daniel Kim** if you have any questions concerning being an Usher.)

b. **Attendance Sheet:** One copy will be on top of the bulletins. (See instructions for completing below.)

2. **Positioning:** There are 3 locations for the ushers to greet and hand out bulletins: (a) At the pillar facing the parking lot at the far end of the Worship Center (adjacent the set of bushes); (b) At the pillar in the front of the Worship Center facing the parking lot; and (c) at the pillar facing Kipapa Park and nearest to the double glass doors to the church office. Station yourself at one of 3 church entrances facing the parking lot and street.

3. **Greeting Arrivals:** This is one of the most important roles you as an usher has as you are the first person a visitor will meet. First impressions mean a lot to visitors.

a. **Greeting Members & Visitors:** Greet members and visitors with a smile and give them a bulletin and thank them for coming to worship. (**Note:** Children ages 3-9 are offered a children's bulletin.)

b. **Childcare:** Tell families with small children we have childcare available if needed. If so, show them to our childcare areas (Room 4) adjacent Fellowship lanai

During the Service:

1. **Usher Role:** Ushers need to stay in place until at least after the offering. One usher, however, needs to be designated to stay at the back of the Worship Center in case of late arrivals and/or someone who needs directions to the childcare area (Education Room 4) during the service.

2. **Empty Seats:** Be aware of empty seats to guide latecomers. Escort them to an open seat if necessary.

3. **Deacon Greeting:** Please note in the bulletin that the Deacon Greeting comes at the end of the worship service. During the Deacon greeting, visitors will be recognized. When they stand up, greet them with a smile, provide them with a shell lei (which are located inside the left hand door at each Usher Station), and a handshake or hug (whichever seems appropriate and comfortable). (Be sure to thank them for attending today's worship service.) For those who indicate they are new arrivals to the islands, provide one copy of the **Blue** MPC Information Pamphlet (also located top of each Usher Station or in the top drawer).

4. Offering:

a. **Coming Forward (Part 1):** The Lay Reader will invite the ushers to come forward for the morning offering. The Lay Reader will give each usher on the **right** and **left** one **Red** attendance book and an one offertory bowl. The usher in the **middle** will receive **two** books and **two** bowls. Pass the offertory bowl followed by the **Red** attendance book to your assigned section. Once at the back of the church please ensure you check to see if there are any **Blue Prayer Cards** in your offertory bowl. If so, remove these prior to going forward as they will be given to the Lay Reader who will in turn give them to the Pastor..

b. **Coming Forward (Part 2):** Remain at the back of the church until the Doxology begins to play at which time you will come forward to the Communion table. Hand the offering plates to the Lay Reader and any

Blue Prayer Cards. Remain in place until the Lay Reader has finished the offertory prayer, at which time you may return to your assigned Usher Station.

4. Head Count: Following the announcement for Children's Church (or after the offering on Communion Sundays), one usher will perform a head count of everyone attending the service, using the form that was provided with the bulletins. There are separate spaces on the form for the nursery, toddler room, combined Children's Church, and the congregation. (**Note:** The person completing the form needs to go to the Education Wing to get the count for the nursery and toddlers.)

After the Service:

Collect the red books, leftover bulletins, and the completed Head Count form and place them on the MPC Office Manager's desk in the church office located just outside the Pastor's office entrance door. (**Note:** The offertory bowls will be picked up the day's assigned money counters.)