



Ushers

The following are some suggested guidelines for ushers:

- † There is one usher for non-communion Sundays (1st and 3rd of each month) and two ushers for communion Sundays (2nd and 4th of each month).
- † **Arrive** at church at least 30 minutes prior to service as people will arrive early.
- † **Stand at the entrance to the sanctuary**, across from one another to distribute bulletins as people enter the sanctuary. One or both ushers should **remain at the designated spot for approximately 5 minutes following commencement** of the service to accommodate anyone arriving late. If there are many visitors arriving, one usher may have to hand out bulletins while the other usher assists with helping guests find their seats.
- † **Please use some discretion when handing out bulletins.** Sometimes family members are willing to share bulletins. If it looks like you might run out of bulletins, please ask a member of council to run off a few more copies. *Gently remind those carrying a beverage (other than water) or food that these are not permitted in the sanctuary.*
- † **Direct or assist people to available seats** when necessary.
- † **If there is no acolyte**, check with a member of the altar guild to see if someone will be lighting the altar candles. If no one else is doing this task, proceed from the back of the church to the altar and light the altar candles. Do this during the singing of the gathering songs. Once the candles are lit, the usher can leave the candle lighter at the sound booth. If the Pastor or acolyte **does not extinguish the candles, the users should do so at the end of service when everyone has left.**
- † The offering plate is on a table between the entrance to the sanctuary.
- † **Do an attendance count** sometime during service (possibly during the sermon). Write on the form (provided with the bulletins) which is then placed in the offering plate. **Be sure to include everyone present in the count. Please include the children, musicians, Pastor, and yourselves.**
- † **When there is a baptism**, check a member of the altar guild to see if they need you to fill the baptismal font with warm water, prior to service. This is normally done by a member of the altar guild.
- † **Be on the alert** for latecomers and emergencies during the service and offer assistance as required.



- † **Make guests feel welcome** (as do the greeters), visiting with them and inviting them to return (as your comfort level permits).
- † After the service is over, **collect bulletins and other materials left behind** in the sanctuary. Tidy the sanctuary - straighten chairs etc . Please leave the leftover bulletins at the back of the church. (Sometimes those who have not attended church like to pick up the old bulletins during the following week.) if there are any personal items left behind, take to the table at the entrance.

On Communion Sundays

- † The communion assistants and musicians will commune first.
- † **Direct the communicants** (unless otherwise instructed by the Pastor), from the back of the sanctuary to the front, **up the side aisles** simultaneously to the two communion stations - one for each side of the sanctuary. After receiving the bread and wine, the communicants will **return to their seats**.
- † Where one side of the church has completed communion, the usher on the “completed” side can also **direct communicants to the empty station** as required. **Or, if both sides of the church seem equally full**, the first two back rows of communicants on the left side of the church should be directed to the right side station; this way, the choir members will not have to cross to the other side when their turn comes.
- † Should someone be in a **wheelchair**, this person will be seated in an aisle seat space (chair will have been removed to accommodate a wheelchair or walker). The Pastor and assistant will go into the congregation to distribute the bread and wine to those who are in wheelchairs or who are unable to walk to the altar without assistance, prior to the others receiving communion.
- † Ushers will commune last, following the last communicants to the altar. Once communion has been completed, the users return to their seats.

Thank you for your willingness to serve our congregation in this meaningful way.