**USHERS**

**JOB DESCRIPTION**

**2016**

Ushers assist the Pastor to conduct the service smoothly and without distractions. They also take care of minor problems and generally help the congregation feel at ease. Ushers can be especially helpful to newcomers.

The church secretary prepares a monthly schedule and lists the ushers and the dates of their service in the monthly REDEEMER RINGER. Each week in the bulletin, there is a reminder of who will serve as Partners in Ministry for the following week. If you wish, request an e-mail or postal reminder.

If you cannot usher on your scheduled date, try to trade with another Usher. If it is a last minute (Sunday morning) problem, call and let Pastor know so arrangements can be made.

**Duties prior to the service:**

Arrive at least 15-20 minutes prior to worship. Members often filter in until the start of service, but most visitors are early and expect an usher.

Unlock doors; turn on lights in Sanctuary and the Gathering Space. Check thermostats, but leave any changes to experienced persons. If you feel you need a key, contact office secretary.

Insure that the Sanctuary is in order and check with Pastor for special instructions.

Wear your name tag. Name tags are located on the twig trees in the gathering space. If you do not have a name tag, have the Secretary make one.

Distribute bulletins at the sanctuary door, and be ready to assist seating people. Bulletins should have an attendance sheet enclosed.

Allow people to seat themselves where they wish. As the church becomes full, the ushers may need to guide people to available space. Try to fill the front of the church first---Good Luck.

Do not seat people during a procession. Late-comers may be seated during the announcements or opening hymn.

**Duties during the service:**

The doors are to be closed when the service beings.

At least one usher should remain on duty at the rear of the church to assist late-comers, watch for disturbing circumstances, help parents and children to the cry room, or assist if someone becomes ill.

After the “Passing of the Peace,” come forward, receive the offering plates and continue with the collection. It is not necessary to bow to the altar when receiving plates. When the collection is finished and the organ or special music is concluded, come forward with the offering.

Count those in attendance, including pastor, acolytes, choir and cry room. Record number on the attendance count sheet, which should be on the welcome center.

**Duties during communion:**

Immediately after the “Lamb of God,” proceed up to the front of the church in the center aisle and invite groups to begin to move up to the altar for communion, choir first.Congregation will proceed back from Communion via the outer aisle on their specific side of the Sanctuary.

As soon as one group goes to the altar, another can be readied. Be alert to anyone needing assistance.

Work to have the adequate number at the altar and take children into consideration. Try to maintain family groupings.

Direct people to the opposite side if one side finishes first.

Alert the Pastor if there is anyone who needs to have communion taken to them in the pew.

Ushers will commune as part of the last group.

**Duties after the service:**

Check all pews to remove debris, straighten hymnals, etc.

Turn off PA system and lights in sanctuary and gathering space.

Secure the building by checking and locking all doors if you are the last one in the building.