

# Usher Responsibilities

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Grace United Church of Christ  
Kohler, Wisconsin

## Ushering Procedures:

1. The ushering crew for each service consists of 1-2 volunteers for early worship and 3-4 volunteers for summer and late worship.

## Ushering Responsibilities:

1. Ushers are asked to arrive 25 minutes prior to the start of worship.
2. Please place the handicapped parking signs curbside (to reserve the parking spaces west of the Church entrance) and return to Church following the service.
3. Please make sure the building is ready to receive worshipers by turning on all the lights in the Narthex and Sanctuary (don't forget the light up front, behind the choir chairs for the Altar) and turning on the public address system (1 button on the strip).
4. Evaluate the temperature in the sanctuary and if weather conditions warrant, open some windows.
5. Check the bulletin and consult with the pastor if there are special needs for worship or if reserved seating that may be required for the service.
6. Light and extinguish candles after both services (if there is no acolyte scheduled).
7. Greet people as they arrive and hand out bulletins (large print and children's bulletins are also available for most worship services).
8. Ring the church bell before each service. (Pull the rope slowly, 10 times). Following the first hymn, close the sanctuary doors and sit in the chairs provided at the back of the sanctuary, so that you can be easily identified as a person ready to assist as needed.
9. There is a medical emergency kit above the coat rack in the lounge if someone would need it while at Grace
10. Receive the offering. When the pastor calls for the offering to be received, the ushers come forward with plates using all three aisles. After the plates have been passed to all of the pews in the sanctuary the ushers also receive the offering from the cry room and balcony. Please record worship attendance on a slip of paper and place in the offering plate. One usher waits in the back of the sanctuary to bring the offering forward until the congregation begins singing the doxology. After handing the offering plates to the pastor, the usher returns to the back of the sanctuary and open the sanctuary doors. At the conclusion of worship, place the offering in the purple folder found on top of the safe, (bottom left door in the office) and place in the safe. While taking up the offering take a count of the guests in the pews including choir members, organist and Pastor. Write number on slip of paper found in plate.
11. When worship is over, pickup extra bulletins and place unused bulletins in the office. Pick up other refuse left behind. Collect the friendship pads that have been used and place them on the desk in the office.
12. Straighten up the pews, return hymnals to rack, so that the sanctuary is ready for the next worship service.
13. Close windows (if necessary)
14. Turn off Sanctuary and Narthex lights and public address system.