

## Usher Guidelines (revised 9/21/2024)

Ushering at church services is an important part of the ministry of Prince of Peace. The ushers are usual the first people worshippers come in contact with as they enter the building. A welcoming attitude is essential. A pleasant “good morning” or “good evening” goes a long way. If you know the people greet them by name. If you don’t know them, get acquainted. These guidelines are not necessarily all the duties you might be called upon to do as an usher, but they should give you some idea.

- 1) There is a monthly signup sheet on the table in the Narthex. Please sign up for the week(s) you will be available.
- 2) Be at the service at least 30 minutes before it is scheduled to begin.
- 3) Hand each worshipper a bulletin and answer any questions that might come up. If a person is new to POP, you might need to let them know where to hang their coat, where the restrooms are or where Sunday School meets. If the person is new to POP, have them sign the log and include their email address.
- 4) One usher should remain at the usher table after services begin to welcome a latecomer who might have had difficulty parking, or got lost getting to the church. You might need to explain use of the worship bulletin or direct them to a seat. One usher should sit where the front door can be monitored to deal with someone who is very late for any number of reasons.
- 5) Count all those at worship including infants and children. The best time to do this is at the time the lessons are read and the congregation is seated. Check with the technology person to get a count of those on ZOOM and the Sunday School leader for a count of all persons in Sunday School.
- 6) At the completion of Passing of the Peace, make your way to the baptismal font to ready yourselves to collect the offering. The acolyte (or pastor) will get the offering plates from the table near the pulpit and hand them to the two ushers. Start with the worship sections nearest the pulpit and organ and then to the other two worship sections. Always start in the FRONT of each section. The plates are brought up at the start of the offertory hymn which follows the choir anthem. Make eye contact with the acolyte or pastor before you start up.
- 7) At communion you will need to direct people to the altar. The best place to stand is in the front of the side aisles. If you are on the pulpit side direct the first communicants to the front area of the altar so that their backs are to the bell tables. If you are on the organ side direct the first communicants to the middle of the altar so that their backs are to the congregation. As the first communicants leave the altar direct the next group to the altar. Ushers should commune with the last table(s).
- 8) At the conclusion of the service, do a quick survey of the church to pick up any bulletins that might have been left.