

### **Usher 3&4 Lanneau Side (Rev. 04/08)**

#### Sanctuary Ushers: Lanneau Hall vestibule (Ushers 3&4):

Cordially greet and issue Bulletins to all arrivals. Once the inner doors are closed, usher all arrivals to a seat. If sanctuary begins to fill up ask people to move towards center of pews.

#### Latecomer Seating: Assist all latecomers in locating a seat

- ❖ Permitted during the Prelude, Announcements, Hymns, Children Service, etc.
- ❖ NOT permitted during Call to Worship, Prayers, Scriptures, or when you feel service should not be interrupted.
- ❖ **Exception:** If an Emergency or a Nursery worker needs a parent.

#### Doors:

- ❖ Outer Doors: Keep these doors closed at all times, except when someone is arriving or leaving the church.
- ❖ Inner Doors: Open till Minister enters Sanctuary. As the Minister enters the sanctuary, close these doors and insure the door stops are in the **UP** position, as required by the fire code
- ❖ All Doors: After the Benediction, prop open all Inner Doors and Outer Doors.

#### Usher Seating: Usher 1, 2, 3, 4 please sit near your positions for taking up the offering.

- ❖ **Ushers 1, 3** May take a seat in the sanctuary at the start of Concerns of the Church
- ❖ **Usher 3 or 4** Assist in escorting children to nursery following Children's sermon, then may take a seat in sanctuary.
- ❖ **Usher 3: Make sure the Acolyte is present, he/she shall light the candles right after the announcements as soon as Jim starts the prelude. If no Acolyte then usher 3 shall light the candles with the brass candle lighter. Please do not use the lighter stick.**

#### Offering Collection Procedures:

- ❖ After the sermon, during the Apostles Creed, take a position at the back of each aisle. When the Minister indicates all 4 ushers in tandem, proceed to the communion table, each taking one of the offering plates.
- ❖ Proceed to take up the collection. Chart located in the elder-in-charge binder.
- ❖ After the collection is complete, ensure that each usher has a plate; then proceed to the back of your aisle.
- ❖ When the organist begins the Doxology, in tandem all 4 ushers, proceed to the communion table. Place the offering plates on the table and return back up the aisle to your seats or the vestibule.
- ❖ On communion services, the plates will be located beside the pulpit, and they should be returned there.

#### After Each Service: All Ushers

- ❖ Remove bulletins (recycling gently used bulletins for the second service, and placing all bulletins in the recycle bin after the second service), trash, etc from the floor and in the pews/pew racks.
- ❖ Return Bibles, hymnals and Pew Pals to their proper location. (**red hymnals to be put under pews**)
- ❖ Return the Ritual of Friendship pads to the right end of each pew (when facing the pulpit).
- ❖ **Remove the sheets from the Ritual of Friendship pads & give to the Elder in Charge.**
- ❖ Elder in charge and one other usher remove offering plate to the Library for counting.
- ❖ Ensure all hearing aids have been returned to vestibules, **and all units are turned off.**
- ❖ **Return Usher tags**