

# General Usher Duties

Ushers are the first line of offering the joy and comfort of our faith in our Lord and Risen Savior Jesus Christ to our visitors as well as the continued encouragement to our members. Please:

- **Arrival** – Please arrive approximately one half hour prior to service, at latest 15 minutes before.
- **Usher Assistance** – Ask two male members to help usher by assisting on side aisles with offering collection and helping usher members to Lord's Supper on Communion Sundays.
- **Worship Bulletins** – Handout worship bulletins to worshippers as they come in to the chapel. Start approximately 15 - 20 minutes prior to service. Be sure to handout bulletins to worshippers entering via the side aisles/doors. Locate seating for worshippers, if needed.
- **Altar Candles** – If no acolytes assigned, please Light Altar candles when music starts and extinguish Altar candles at the beginning of the closing hymn.
- **Congregational Count** – Count the total worshippers including Pastor(s), organists, ushers **as well** as worshippers in Choir loft and children in the nursery. Wait until hymn just before the sermon in order to get an accurate count. Write the total count on the spreadsheet located in the back of the church.
- **Friendship Registers** – Should be handed out at start of Offering by going up the side aisle.
- **Offering Collection** - Walk down the middle aisle to accept Offering Plates from Pastor using the two additional ushers to assist on sides, pass the Offering Plates from the middle aisle out. The two additional ushers will pass the plates on the outside aisles. When finished collecting the Offering collect the Offering Plates at the back of the Chapel and walk the Plates back to the Pastor up the middle aisle.
- **Communion Sundays** – When the song before communion distribution (O Christ, Lamb of God) starts, Ushers should move small tables up front against wall on both sides to the front of the first row for communicant glass collection. The two ushers will call members to the Communion Table starting in the main aisle and then move to the side aisle. One additional usher will stand at the front of the center aisle to direct the Communicants to the center of the Communion Table. Ideal number is ~11 to 12 communicants per side. While calling communicants, please try not to split families for communion. The Ushers should wait to take Communion at the last Table. As ushers leave the communion area, they should move the small tables back to the front wall.
  - **PLEASE WATCH FOR ANY COMMUNICANTS THAT MAY NEED SPECIAL ASSISTANCE and NOTIFY PASTORS OF ANY NEEDS.**
- **Service Dismissal** – *Usher Worshippers out of the Chapel at the end of the service. Start on the sides aisles and dismiss the sides first. Whoever finishes their side first should go to middle (main) aisle and dismiss remainder of Worshippers.*
- **Service Post Check – Both Services** – After all Worshippers are ushered out, the ushers should check church seating for left bulletins, books left out or fallen, garbage left, etc.
- **Service Post Check 11AM Service** – *Ushers should pull the Friendship Register sheets for the current week services and drop off on the church secretary's desk before leaving.*

## Notes

On occasion ushers may be asked to help with Baptism or other related duties.

**If for an unforeseen reason you cannot make it on a Sunday that you are scheduled to usher, make every effort to find a replacement. If you cannot find a replacement usher please call:**

- Early Service Usher Coordinator – Danny Blaho – 770-856-2083
- Late Service Usher Coordinator – Gary Heinitz – 770-241-6620