

## **Guidelines for Ushers**

### **The Presbyterian Church Garden City. KS**

The following are guidelines for those serving as ushers during worship services:

- 1) There should be four (ushers) scheduled for most worship services. Two (2) ushers to be at the sanctuary doors to handout bulletins (including children's bulletins) to those attending worship services and two ushers ready to assist worshipers having special needs- i.e., hearing devices, walkers, wheelchairs, etc.
- 2). Ushers should plan to arrive at least 20 minutes prior to the start of worship.
- 3). The bulletins will be on the counter in the office. There are three types of bulletins, the worship bulletin and two children's bulletin, one for younger children and one for older children.
- 4). The sanctuary doors should be propped open; collection plates obtained from the coat closet. At least one usher should be prepared to assist the person at the sound board, especially if only one person is on sound board duty.
- 5). During worship:
  - Pass out the Friendship sanctuary Pads doors during the Welcome.
  - Close the sanctuary doors during the first hymn. Please do not close the doors early.
  - Early in the worship service, take and record attendance on the attendance sheet available at the sound board .
- 6). Offering:
  - All four ushers process forward -two by two to the first pew. The first two proceed across the front of the church to the outside aisles; the second two, stay in the middle aisle. Each usher will pass the collection plates to every other row of pews, when possible.
  - As the Doxology is played, two ushers will process forward carrying all four collection plates and give the all four collection plates to the Pastor or place them on the communion table. Then the two ushers return to the back of the sanctuary.
  - Prop open the sanctuary doors at the conclusion of the Doxology.
- 7). Following worship:
  - Pick up Friendship Pads; remove top page from each pad used and compile; add the attendance summary and place assembled Friendship Pad pages on the Office counter or on Connie's desk.
  - Pick up any bulletins and/or inserts left in pews; straighten pew hymnals (two per rack) and Bibles (one per rack) in each pew rack. Remove any other trash left in the sanctuary.