

## Usher Instructions

- Arrive 15 minutes before the start of service and check in with the Worship Coordinator. *For holiday or special services, please arrive 30 minutes before the start of service.*
- Greet people and hand them bulletins as they enter the sanctuary.
- Help usher people into the sanctuary (hold doors, help those who need assistance, etc.).
- Help individuals and families find a place to sit in the sanctuary if it is getting full.
- Set up chairs as needed.
- Count the people in attendance (10 minutes after the service starts) and write the number on the calendar at the media booth.
- Hand out offering plates during the offering time.
- During communion, ushers will receive communion first along with the communion assistants.
- You will usher individual rows up for communion when the pastor invites you to begin. If there is someone that would like communion served to them, get the attention of a communion assistant after ushering the rest of your section. Make sure there is a continuous flow up to the front of the sanctuary.
- After the service:
  - Thank people for coming.
  - Provide assistance to those who need help.
  - Walk through the sanctuary and put hymnals back in the holders, pick up used bulletins, and any trash. Place any items left in the lost and found box located at the Welcome Center.
- Ushers should always be alert and aware in case of an emergency. Please be aware of where to find a first aid kit, fire extinguisher, AED and phone.

Thank you for volunteering! We appreciate you!