

## Guidelines for Ushers

Thank you for offering to serve as an Usher at Prince of Peace! Ushers are an important part of our Sunday morning ministry, as they help to ensure that worshippers feel comfortable and that the service flows smoothly. We ask that when you serve as an Usher you plan to arrive and be in place 15 minutes before the start of the service. Ushers are asked to do the following tasks:

- ✓ Prior to worship, please be sure that the “Ministry of Friendship” books are on the first seat of each row, so that they will be easily found. As you do this, it is helpful to check to see that the sheet from any previous service has been removed and handed in to the office.
- ✓ Greet worshippers as they arrive and give them bulletins. Children’s bulletins, quiet toys and crayons are also available for small children. Please help those who need them to find them. If necessary, explain to folks that the service can be followed from the bulletin, and point out books or inserts they may need (LBW, WOV, etc.)
- ✓ Please remain at the entrance to the sanctuary for at least the first 10 minutes of the service, since many people enjoy arriving for the 8:40 and the 11:10 services! If the service becomes very full, please help late-comers to find seats.
- ✓ If necessary, turn on the A/C or fan, or open windows, if it feels too warm. Please also be sure to close the office door at the beginning of the service, since the phone often rings during worship.
- ✓ Please count everyone at worship and record the number on the sheet with the bulletins. Don’t worry too much about distinguishing “children” from “adults”. However, please be sure to count everyone in the building during worship, including those in the nursery. For services with large attendance, it is often easiest to come to the front, stand off to the side and count from there. It is best to wait until about 15 minutes into the service before doing the count.
- ✓ At the offertory, please come forward and receive the plates from the acolyte and take the offering. Come forward and present the offering during the “Offertory Hymn” (which may be “Let the Vineyards” or some other song depending upon the service and season of the year.)
- ✓ During Communion, please invite people to come forward and circle the altar to receive communion. Start at the left (pulpit side) and move to the right. Please simply invite folks to come forward. Do not direct them outside the sanctuary and around through the narthex. Occasionally, the Choir, Grace Notes, or other musicians will come forward immediately to receive communion. Please simply invite others to join them.
- ✓ After the service ends, please check the chairs for leftover bulletins, books on the floor, etc. Collect the “Ministry of Friendship” sheets and return the books to the chairs on the ends of the rows. Turn the “Ministry of Friendship” sheets into the office.