

**WHITE BLUFF CHAPEL
COMMITTEE POLICIES AND PROCEDURES MANUAL**

1.1

USHER DUTIES

4/21/2015

The Usher Coordinator is responsible for recruiting and scheduling the ushers for the regular Sunday service and/or any additional special services.

Usher Duties:

- Arrive by 8:45 a.m.
- Place four collection plates on the communion table at the front.
- Place an attendance registration book on the end of each pew at the center aisle to be passed from the center to the outer aisle.
- Make sure hymnals & Bibles are available on the front rows.
- Prior to 9:00, light the two candles on the communion table (the lighter is in the right credenza in the foyer; extra candle wick/oil replacements are in the closet in the foyer.)
- Greet people as they enter and give them a bulletin.
- Identify visitors and show them to the visitors' table in the foyer.
- Close the doors to the sanctuary when the prelude begins.
- Be sure latecomers get a bulletin and find a seat.
- Count attendees and record the number in the attendance record book and on one of the small attendance forms (both are located in the right credenza in the foyer). Be sure to count the choir and the children and adults in the nursery. The attendance form is placed on the desk in the office.

- Offertory:
 - During the singing of the last verse of the hymn preceding the Offertory, all four ushers go to the front.
 - One usher gives the offertory prayer using the floor microphone. Start the prayer as soon as the singing is over. If desired, prepared offertory prayers are available to read. These prayers are on individual slips of paper and are in an envelope in the left foyer credenza.
 - After the prayer, pass the collection plates (the choir will take care of the choir plate.)
 - Two ushers will take the collection plates to the front after congregation stands and doxology begins.

Pastor Terry has asked that the following procedure be used when presenting the offering:

 - **After the collection plates have been passed, the ushers should empty one of the collection plates and turn it upside down to act as a cover for the other three plates.**
 - **At the beginning of the Doxology after the congregation stands, two ushers will walk to the front and stop at the first row. The usher with the plates will slowly walk forward and with both hands reverently place the plates on the table, slowly take one or two steps back, then turn and join the other usher to walk to the back. (Do not be in a hurry!)**

- After the service:
 - Open the doors to the foyer and fellowship hall.
 - Extinguish the candles on communion table.
 - Pick up attendance books and tear out the pages with names. Place the pages (along with the small attendance form) on the desk in the office reception area.
 - Pick up bulletins and any trash from the pews; on Communion Sunday, pick up cups.
 - Straighten the hymnals and Bibles in the pews and racks. Place one Bible in the center of the rack and a hymnal on each side. Place an extra Bible and hymnal on the seat at each end of every row.
 - Return all attendance registration books and place in the right credenza in the foyer.

- Communion: (First Sunday of each month)
 - The Communion Team has ten members functioning as a Choir Team, a Front Team and a Rear Team.
 - The Choir Team is made up of two volunteers. This group will assemble at the front of the sanctuary when summoned by the Pastor and serve the choir using two trays.
 - The Front Team is made up of three trustees and one volunteer. This group will assemble at the front of the sanctuary when summoned by the Pastor and serve only the first six pews. Six serving trays of “the body” and six serving trays of “the blood” will be placed on the altar prior to the service for use in the front and in the choir. When “the body” has been issued to the servers and distributed to the congregation, this group will reassemble at the front for the issuance and distribution of “the blood.” When this distribution is complete, the group will reassemble at the altar and await dismissal by the Pastor.
 - The Rear Team is made up of the four ushers and will serve the last six pews. The serving trays used by this group will remain in the kitchen and be brought into the foyer when the service begins by the ushers. When the Pastor summons the servers, they will stand and open the rear doors. When the trays are being issued to the front team, this group will step into the foyer, take the trays, attempting to coordinate the timing with front team, and move into position to distribute the sacraments to the back half of the sanctuary. There is a mark on the foremost pew. The ushers that will be stationed on the outsides need to move into position earlier so they will be in position at a coordinated time. When the distribution of “the body” is complete, the group will be assembled at the rear and procedure will be repeated for “the blood”. When the distribution is complete, the group should stand to await dismissal by the Pastor. When dismissed, the trays used by the rear team need to be immediately taken to the kitchen before the congregation is dismissed.

If you need to miss a Sunday, either arrange for a substitute, or let the Usher Coordinator know and he/she will get a substitute.

Related Document in Organization and Procedures Manual:

[4.4.3 Worship Committee](#)