

Usher's Guidelines

- Ensure the cleanliness and safety of the sanctuary and the gathering space.
- Along with greeters, ushers will welcome church attendees as they arrive, especially people who appear to be unfamiliar with our churches
- Assist in the seating of guests and parishioners especially guiding people with special needs to appropriate seating and discreetly guide latecomers to seats at appropriate points in the service.
- Collect the offering and help with bringing up gifts if needed
- Organize the flow of the parish community as they come forward for Communion or other sacraments or events such as the veneration of the Cross during Lent.
- Monitor the congregation during the service to see if any church members have a special need that requires assistance.
- Record attendance count.
- Hand out the weekly bulletin.
- Handle medical emergencies, service disruptions, or church evacuations with courage and composure.
- Make sure the books are straightened out and the pews are free of garbage and personal items.