

Guide for Ushers

1. Before the Service and Self-preparation:

- Faithfully attend church, whether you have ushering responsibilities that day.
- Arrive at the church 30 minutes prior to the start of the service.
- Check cleanliness of the church before and in between services. Please pick up trash or other materials on floor or seating.
- Dress should be appropriate, clean, and neat.
- Work and receive instructions from the Head Usher
- Get the bulletins and take them to the assigned positions.
- Maintain supplies, make sure pews have adequate hymnals,, pencils, and offering envelopes

2. During the Service

- Welcome arriving congregation with a warm, friendly smile.
- Be alert for issues that may need your attention. One usher should be assigned to watch the parking lot (for security reasons); others assist with doors (handicap individuals); others assist with seating of congregants. This is not time to talk with each other. Attend to parishioners, no group discussions with parishioners.
- Provide directions to the restrooms, children's church, nursery, etc. when requested.
- Be available for offering, special offerings, and other duties as directed by the pastor. You should be in your "ready" position. Make sure every usher comes down each isle at the same time.
- Two ushers return offering to the usher's room (safe); place collection in correct sealed bags Record correct mass times, collection bag number, and usher names. Drop the bag into the safe, checking that the bag has dropped
- Be aware of the temperature in the sanctuary.
- One usher should count attendance.

3. After the Service

- After the service has ended, have a designated usher go through the church building to make sure doors and windows are locked and no one else is in the building.
- Turn out lights, adjust temperature levels, lock all doors
- Provide Emergency help when needed in an orderly fashion. Help with emergency responders. If there is any threat of safety, please help people exit in a calm manner.

4. Head Usher

- Receive special instructions from the pastor.
- Oversee and direct operations of ushers during the assigned time frame. Make sure special instructions from pastor is followed through.
- Contact usher crewmembers prior to the start of the service to make sure there will be an ample number of ushers available. Make usher substitutions when necessary.
- Provide teaching and training for all ushers which includes, greeting others, how to handle emergencies, how to assist congregational needs, offering duties, and provide courteous and thoughtful attitude in their role under guidance of the pastor.
- Maintain open communication with all ushers.

- Rotate ushers/greeters to avoid usher/greeter-burnout and allow others to be involved in providing services to the church.
- Make sure to evaluate the offering procedures to have an air-tight system of removing offerings from the sanctuary to the time it is placed in the church safe.
- Develop and train ushers how to handle overflow seating situations.
- Make sure all ushers know locations of parish land-line phone, medical kits, cold water (in sacristy refrigerator), fire extinguishers, emergency defibrillators (sign with emergency), and agencies phone numbers.

I have read the above rules and guidelines and will abide by them.

Name _____ Date _____