

Usher Worship Responsibility List

Before Church Services:

- † Arrive 15 minutes before service starts.
- † Check bulletin for any special needs during the service (Baptism, Communion, etc.).
- † Check with pastor or Elder for the day for special instructions.
- † Ensure all lights in sanctuary are on.
- † Open or close exterior doors to control interior temperature.
- † Ensure that there are no papers or garbage on or under the pews and that the front entry ready (sweeping debris away if necessary).
- † Ensure that there is: acolyte, crucifer (if applicable), lector, altar guild member, media tech.
- † Ensure that the audio system amp is turned on.
- † Greet all worshippers with a smile and inform those with children about the Keiki Church, the Keiki area in the rear of the church, and offer them a Keiki bulletin. Provide each worshipper or couple with a bulletin and communicate to them the use of the screen or hymnal for worship as described in the bulletin.

During Worship Services:

- † Light wick for the Acolyte during the first verse of the opening hymn / song.
- † Open or close sanctuary doors as needed during the service.
- † Count attendance during the Epistle / Second Lesson and record on chart in closet.
- † Following the pastor's communing, usher worshippers forward to the communion rail alternating sides and try to keep full tables. If Worship Team is present they commune with the media tech first. Ushers commune last and relate any special needs at that time.
- † Relate any emergencies or problems quietly and quickly to the Elder. If needed use wheelchair in storage room to help someone out of sanctuary, and if an emergency arises contact 911 and wait outside to relay information to emergency personnel.
- † During the passing of the peace at the conclusion of the worship service greet all visitors and introduce them to pastor. Also encourage all in attendance to stay for the fellowship time on the lanai. Encourage all to exit the sanctuary through the center of the rear exterior doors where pastor is located and not through the side doors.

After Church Services:

- † Ensure all lights are turned off (sanctuary, classrooms, restrooms, etc.)
- † Ensure that toilets are flushed, sinks not running, tables and fellowship items on the lanai are cleaned and put away properly.
- † Close and lock all exterior doors to church, restrooms, classrooms, and church office.
- † Put away all tables, guest book, coffee maker, etc.
- † Notify the Elder of the day that you are leaving.