

## MESSIAH GUIDELINES FOR USHERS *(updated 9/17/14)*

- 1. Start Time:** Ushers should be at their post at least 15 minutes before the Service— One or two ushers at the Sanctuary's center doors; one usher at each side door if 4 ushers are scheduled. Be informed on evacuation routes.
- 2. Hand Out Bulletins:** (If not on the table in the narthex, check for them in the office.)
- 3. Offering Plates:** One should be in the Choir Loft (8:45 service only) and one in the Balcony. Ask someone in the Balcony to assist with offering if you would like.
- 4. Attendance Slips:** During the first hymn, ushers should go to the front to collect the "Welcome" forms (see the Worship Bulletin). Collect forms from the balcony also.  
  
Leave all the Welcome slips in the office on Betsy's desk. No need to sort.
- 5. Attendance:** Take the count - either during the Hymn or the Lessons at the **8:45**. At the **10:30** take the count after the children and teachers have left. They will be counted in their rooms and their attendance added to the total later. Record the number in the book next to balcony steps. Please count carefully. It is important that you are fairly accurate. Please do not count too early during the service as latecomers may be missed.
- 6. Offering:** Ushers go to the front at the beginning of the Offertory music. Pass the Offering Plates to each row and proceed to the back pews. Pick up the Balcony plate.  
  
With the offering plates proceed to the altar (acolyte will take them) at the conclusion of the Special Music or Choir Anthem. (At 8:45 – also pick up the plate from the Senior Choir.) The communion assistants will follow during the offertory with the elements for Holy Communion.  
  
Leave the altar immediately after giving the offering plates to the acolytes or pastor going out the side door.
- 7. Communion:** Proceed up the center aisle as soon as the Pastors have finished giving the instructions.  
  
Usher the first communicants to the altar or to the Pastor(s) when directed to do so. (Direct the communicants to start at the outer back of the altar rail if communing at the altar rail. Communion is at the altar only the first Sunday of the month, all other Sundays it is by stations by the piano.)  
  
With Continuous Communion it is not necessary to usher each "Table." Ushers may return to the rear of the sanctuary when the first few pews have lined up.  
  
The people in the balcony follow those in the nave; the choir members (8:45) next; the ushers last. Be aware of the elderly or disabled and direct the pastors to them for Communion in the pews.
- 8. Other:** Direct parents with small children to the nursery prior to and during the service if needed. Following the service, pick up all bulletins and papers and take to the Office. Place hymnals in the racks. During the service, please limit your conversation and movement.