

## DUTIES OF USHER CAPTAIN

1. Recruit six (5 + yourself) ushers, two of which serve as greeters (may include children), and designate assigned positions, which may be rotated each Sunday. One usher is stationed at elevator entrance with bulletins until first hymn.
2. Report to narthex at least 30 minutes prior to service (10:15 a.m. on Sunday mornings).
3. Upon arrival, check for and add any additional insertions to the bulletin. Recruit additional ushering help, if necessary.
4. Find your printed name tags and plastic holders in the box in the closet. Blank tags and felt pens will also be supplied for last-minute changes.
5. Be sure the sanctuary lights are turned on prior to the service.
6. Brief ushers on sequence of duties and logistics and any changes from routine. Emphasize that ushers are ministers of hospitality. Encourage particular attention to visitors and help them find seats if the church is crowded or they appear uncertain.
7. Close front doors and doors between narthex and sanctuary when the chime is rung to begin worship.
8. Count and record attendance. Place slip with recorded count and date in envelope with monetary offering after it is received. Slips are kept in the ushers' closet.
9. Two ushers (or usher and captain) should remain in the narthex throughout the service.
10. Open doors to the narthex AFTER Affirmation of Faith or Hymn following the sermon. (No movement during the Creed, please.)
11. Offering plates remain in the narthex until ushers go forward to collect the monetary offering. The collection should begin with the opening notes of the offertory music. After receiving the offering, transfer it to a brown envelope and keep it secure until the service ends. The offering should always be in the custody of two adults who are not related to each other. At the close of the service, deliver offering to two adult counters. This applies to every Sunday, including Communion Sundays.
12. On Communion Sundays, ushers present the bread and wine during the Hymn of Presentation. Remind the ushers presenting the bread, cup, and pitcher not to start down the aisle **until the singing begins**. Ushers tend to "jump the gun."
13. When requested, supply hearing-impaired worshipers with portable receivers and show them how to use them. Large print hymnals are in the usher's closet in the narthex.
14. Once worship begins, limit conversations and noise in the narthex. Sound carries easily into the sanctuary.
15. After the service tear off the slips from the friendship registry in every pew and after collecting the slips walk them over to the counting room in the church office as soon as possible after the service.