

PREAMBLE: The ministry of Ushering is a vital part of our church ministry. Ushers represent the church in a very visible way, and help set the tone in preparation for the worship service, as well as assist with the smooth operation within the service.

POLICY: This policy reflects the current duties for ushers at St. Paul's United Church.

APPROVED: Worship Committee

DATE: October 8, 2008

GUIDELINES:

1. Before the service

- Arrive at church one- half an hour before the service begins.
- Open the curtains and sliding doors to the Lounge at the back of the Sanctuary.
- Put a glass of water in the pulpit for the minister's use during the service.
- Please wear a nametag. Supplies are in the drawer below the 'guest book'.
- Hand out the 'Order of Worship' bulletins. The bulletins will be in the cupboard under the 'guest book' in the narthex. Ask obvious visitors to sign the 'Guest Book'.
- **Before the service you will need to ask two additional people to help you collect the offering.**
- When the organist begins the prelude, close the front doors to the Sanctuary. Leave the back doors open for latecomers.

2. During the service

- Open the front doors for the children to leave after 'Children's Time'.
- **Take up the offering**
 - Pick up the offering plates from the table in the Lounge. Start collecting the offering at the front of the Sanctuary. Two ushers will look after the centre aisle and two will do the sides.
 - When the offering plates in the Sanctuary, the Lounge, and the Cry room have been gathered you must let the organist know. To do this you will find a button with a large red light located to the left of the Lounge doors. Push and **hold** the button until the organist begins the Offertory music.

- **Presentation of Offering**

- Two ushers will proceed to the front of the Sanctuary with the collection plates. The choir members will give their offerings to the usher nearest the choir.
- *Ushers should remain standing in front of the communion table until the prayer of Dedication is given, then place the offering plates on the table and walk back.*

3. At the close of the service

- Pull lounge drapes and close all the doors in the lounge, the cry room and the Sanctuary.
- Collect discarded bulletins from the pews and put in the recycle box in the narthex.
- Return all hymn books and Bibles to their racks.
- Turn out the lights in the Sanctuary and Narthex.
- Wash and put away the minister's water glass that was placed in the pulpit before the service..

EFFECTIVE DATE: October 8, 2008