

First Presbyterian Church

Usher Check List

Before and During the Service

1. Four ushers per service
Wear usher name tags
Two ushers act as greeters
(one at the each entry door)

Two ushers open the two middle sanctuary doors and distribute bulletins

Sanctuary doors are to left open during services to welcome latecomers
2. The candles are lit by an usher after greeting ("Bringing in the Light." Matches are in the usher cabinet.)
3. Hearing assist devices are available

Assist those devices who request a device

New batteries are stored in the usher cabinet

Large print hymnals are available in the usher cabinet
4. Locate offering plates before worship (They are either in the usher cabinet or the church office.)

Elders are responsible for the money
5. Count the number of people in worship (including children, leaders, choir members, AV technicians, anyone in the narthex)

Record number on the calendar (on top of the usher cabinet)

Offering

1. Collect the offering, when indicated
2. All four ushers should participate
3. Pass the plates in alternate rows
4. Move from front to the back
5. During the doxology, two ushers bring the offering plates down the center aisle
6. Stand at the foot of the steps during prayer
7. Return to the back of the sanctuary and give the offering plates to the Elder of the Month

Communion Sunday - Intinction

Release rows one at a time from the front to the back

Communion Sunday - Pews

Cups and bread should be passed in alternate rows (like the offering)

After the Service

1. Extinguish the candles
2. Return Bibles, hymnals and pew pads to their proper places
3. Collect bulletins, papers from the pews, floor
4. Collect attendance sheets from the pew pads and put them in the office
5. Hearing devices should be turned off