

USHER MINISTRY.

BEFORE WORSHIP

Arrive at least 20 minutes early to put your supplies in order and to welcome early arrivers.

Station yourselves so that visitors can easily see you just outside one of the two entries to the sanctuary.

If seating becomes crowded, set up extra chairs in the fellowship hall

Please worship with the congregation, saving seats for yourselves in the back row so that you can assist late-arrivers, as necessary.

When the offering hymn/song or anthem begins, go forward with the communion chalice and wafer tray. Pastor will take these items from you and give you the offering plates. Pass the offering plates from the side aisles. Begin up front and pass one plate each to the left and right, taking them as they return to the side aisle. As you receive the offering, count the people present including children, the worship team and those in nursery. Write the number down in the blue folder located on the cart.

After the offering has been collected, transfer the offerings to one or two plates. During the singing of the offertory (8:15) or during the offering song/anthem (10:30), when Pastor comes to the center aisle to receive them, bring the plates to the front center and present them to the Pastor.

HOLY COMMUNION

Once the communion team is set up, you should be ushering worshipers down the side aisle and up the center to form two lines in the center aisle. This will allow the procession to run more smoothly.

The communion procession goes as follows: starting in the front, ask the people in the side pews to go down the side aisle, up the center and return via the side aisle. Once the side aisles are cleared, follow the group to the middle aisle and release rear pew up the center aisle. Continue forward until all have communed then receive communion yourself.

People will commune by station, receiving the bread from Pastor, going to their respective side to receive the red wine or white grape juice. Then they will step to the side to place the used cup in the basket. The recipient may pause or kneel as desired in front of the altar for a brief prayer. Please keep the line filled at least six deep. Take communion after all the people in your section have communed. Collect the used cup basket and return it to the kitchen.

AFTER WORSHIP

Straighten up the pews, collect paper/trash and return attendance books to center aisle.

After 10:30 service, assist the communion assistant in taking the elements (wine, bread, cup and paten) off the altar and in to the kitchen.