

**USHERS** - Thank you for agreeing to serve as an usher. You have a key role in welcoming all who come to worship with us.

**WELCOMING AND SEATING** – Arrive at least 15 minutes prior to the service. Please greet worshippers as they enter the sanctuary and offer them a bulletin. St. Peter's offers large print bulletins upon request. Children's bulletins are available for children ages 3-6 and 7-12. Listening devices are available on the table at the back of the sanctuary. We also encourage ushers to assist people with finding seating if so desired. To help with noise as people are entering/exiting the building and worship is beginning, please close the sanctuary doors after the pastor(s) have entered the sanctuary. Open the doors after the benediction.

**COLLECTING OFFERING** - Ideally, four ushers collect the offering at each service. If you have fewer ushers, feel free to adapt this practice. Take a collection plate from the rear table and walk together down the center aisle in pairs. Two ushers will remain in the center aisle and work their way back on either side. The other two will fan out to the side aisles. Begin at the front of the sanctuary and work your way back. The usher in the left aisle is also responsible for the small section of pews in front of the choir. It is not necessary to collect offering from the choir (they make other arrangements for their collection).

When the offering has been collected, return to the rear of the sanctuary and combine the offerings into one or two collection plates. When the hymn begins, one usher will take the full plate(s) down the center aisle and place them on the altar. Return to the rear of the sanctuary.

**ASSISTING THE ACOLYTE** - As the prelude begins, one of the ushers should light the acolyte's candle lighter. If there is no acolyte present, you may enlist a volunteer or you may come forward and light the candles yourself. Matches are in the window above the pew against the back wall of the sanctuary. If the candle lighter flame goes out, walk forward and relight it for the acolyte. As the last hymn begins, be sure the acolyte is prepared to come forward to extinguish the altar candles during the next-to-last verse.

**SERVING COMMUNION** - Coordinate with the communion preparer before the service to ensure there are a sufficient number of servers. See duties in Communion Prep document.

**TAKING ATTENDANCE** - During the service, one usher needs to count the number of worshippers and the number of children and adults in the nursery and classrooms. Record the numbers on the card placed on top of the worship bulletins on the back table. Following the 8:30 service, place the card on top of the bulletins for the second service. Following the 11:00am service, put the card with the tally on the pastor's desk.

**GENERAL INFORMATION** - During the service, be watchful for any need for assistance, such as a worshipper becoming ill or a child or elderly person in need of help.

After the 11:00 am service, please collect the pew attendance sheets and put them in Theresa's office.

Thank you for your wonderful service.