

# USHERING MINISTRY

## A. Ministry Purpose:

To provide a staff of individuals whose primary purpose is to guide and serve parishioners, as well as support the Pastors and Elders before, during, and after church services.

## B. Responsible To:

Head usher

## C. Job Description:

- Before the service:

Arrive 30 minutes before service starts to greet parishioners and hand out service bulletins. The bulletins are located in white plastic tubs in the room adjacent to the parish administrators' desk. The elders can assist you if necessary. Make a note of parishioners with apparent mobility disabilities and ask them if they wish to have communion served to them in the pew. If they do, let the Elders know that, and stand next to them after the communion rail is removed.

- During the service:

Attendance & Offering - During or after the sermon hymn, determine attendance by headcount from the choir loft, record that information on the form in the same room that the bulletins were located. Also, you will collect the offering plates from the pastor, pass them through the pews, and return them to pastor.

Communion - Assist with communion by setting the movable communion rail in place (after the elders have passed it), witnessing (gatekeeper), and guiding the congregation by rows to the front of the church. Remove the movable communion rail and guide the elders to any parishioners who have asked to have communion brought to them.

- After the service:

On "special" services, and the Sunday service, collect the pew attendance sheets. If you take out the last attendance sheet, please refill the red folder with a new sheet pad which can be found in the usher closet on the lower shelf.

*\*\* Note: For all services, there are multiple (experienced) ushers who work together.*

## D. Time Commitment:

Approximately 1.5 hours per service, this is typically once a month per calendar year. Occasionally you may be asked if you could serve as a volunteer at a "special" (extra) service such as during the Easter or Christmas time of the year.

## E. Length Of Commitment:

None - Ushers continue to serve on a monthly basis until they choose not to.

## F. Training Provided:

Head usher (currently Bradford Miller) provides individual instruction relating to duties involved with ushering.

## **USHERING MINISTRY**

**G. Skills / Qualifications:**

Anyone interested in helping with this ministry from kids in Confirmation class to adults of any age that want to serve in this way. It's a great way to serve for those with limited time, but really want to serve in some way.

**H. Benefits to you as a volunteer:**

Getting to know by direct interaction current parishioners and having the unique opportunity to greet and be the first contact with potentially new (first time) visitors.

**I. How can I get involved?**

Contact the Church Office and find out who is the current the Head Usher is. Next, reach out to the Head Usher and let them know you would like to serve as an Usher.