

Guidelines for Ushers

- **Arrive 20-30 minutes** before service and wear a nametag.
- **Greet or hand out bulletins** (see assignment below)
- **Offering:** (see assignment below) Take plate from back of church, walk down aisle, turn to face rear, then pass offering plate(s) toward windows. (Center usher begins with 2 plates, others with 1.)

Usher #1

Greet: South exterior door
Attendance: After 1st hymn, count SOUTH half of sanctuary + rear (add in #2's count and record)
Offering: SW (short) aisle

Usher #2

Greet: East exterior door
Attendance: After 1st hymn, count NORTH half of sanctuary + choir (add to #1's count)
Offering: South of center aisle

Usher #3

Bulletins: SW sanctuary door (close doors during 1st hymn then open/close for children to leave)
Offering: Center aisle (2 plates). After collection bring 3 plates forward with Usher #4.

Usher #4

Bulletins: SE sanctuary door
Offering: North of center aisle. After collection bring 3 plates forward with Usher #3.

Usher #5

Bulletins: NE sanctuary door. (Close NW sanctuary door at beginning of service.)
Offering: NW (short) aisle

