

## Usher Duties

Find an Elder and ask if there is anything special for the service, and where the bulletins are located if you do not know already.

If we do not have enough scouts inform elder for assistance.

Check where the offering plates are

2 ushers on main door to distribute bulletins (also children's bulletins) and 2 ushers on the side doors

Welcome people – no sitting down

Sit at the back of the church during the service

If worshipers arrive late, help them find a seat

After all scouts have collected the offering 2 scouts then take the offering to the altar. Once you get to the minister count to 10 and go to your left into the hallway and bring the offering to the room, usually an elder escorts you.

At the end of the service, clean pews.

- Take the white sheet out of the black books and put the black book on the main aisle side of the pew.
- Look for BLUE cards also and return white sheets & cards to elders.
- Put any leftover bulletins and scraps of paper from pews into recycling crates.

## Communion

While Pastor receives communion, go to the front of the church

Other ushers help send up each row so it is not crowded

Keep families together for communion

Ushers at pews direct people

Front ushers need to stop people where they stand so that there is not too many people at the altar area.