

Flemington Presbyterian Church

Instructions for – HEAD USHER

Review the instructions for All Ushers and the Emergency Evacuation Plan.

Arrive at least 20 minutes before the service – 30 minutes is better for the first service.

BE SURE THERE IS A GLASS OF FRESH WATER IN THE PULPIT FOR THE PREACHER.

Confirm that there are six (6) ushers (including yourself) for the first service – two (2) for the second service. If necessary, ask members of the congregation to serve as ushers.

All ushers should wear a nametag. Pre-printed nametags as well as blank nametags are located in the top drawer of the wooden supply cabinet in the back of the sanctuary opposite the sound system.

Assign ushers to cover each section of the sanctuary when the collection is taken up.

Ensure that all ushers understand that the offerings will be returned to the cabinet after the blessing.

With regard to distributing programs and assisting people in locating seating, assign ushers to cover the two doors which are located in the front of the sanctuary, with the remaining ushers covering the back of the sanctuary and the doors that are located there.

Make sure that offering plates are conveniently located so that each usher will have easy access to one at the appointed time in the worship service.

If the temperature in the sanctuary is too warm, open the windows; if it is too cold, be sure the vestibule doors are closed. Window poles are available on either side of the sanctuary behind the pew by the wall.

Be sure the doors to Fellowship Hall remain closed during the service.

During the anthem, before the children leave for Sunday School, count all of the people in attendance. The choir should be included in the count. Record these figures, by seating section, along with the weather and who is preaching, in the register which is located in the cabinet.

While the second hymn is being sung, signal the ushers to walk up and down the aisles holding up a “Prayer Concern” card. Once this is completed, collect all of the cards from the ushers and deliver them to the Pastor.

Signal the ushers to commence collecting the offering at the time designated in the program.

Signal when the ushers are to take the collection to the Pastor. (Wait until the Pastor has walked down the steps and is standing in front of the congregation.)

If someone needs help with a small infant, TACTFULLY offer the service of our Church-time Nursery Care.

In case of an accident or illness of some kind, immediately go to the person involved and offer assistance. Obtain additional help if it is needed, e.g., direct someone to call 911 (a phone is available in the kitchen).

After the service, collect the Act of Friendship pages from the ushers and place them on the cabinet.

THANK YOU FOR SERVING AS AN USHER!

Revised 1/7/2008