

# Flemington Presbyterian Church

## Instructions for All Ushers

---

- Before you arrive**
- Review the Emergency Evacuation Plan (last page).
  - Give your email address to Cindy Hall at [office2@flempres.org](mailto:office2@flempres.org) for future receipt of schedules and instructions by email.
- 

- When you arrive  
(Arrive 20  
minutes before  
the service)**
- Check-in with the Head Usher for instructions.
  - Ensure the offering plate you will use is conveniently located in the back of the sanctuary.
  - Put on your Name Tag.
- 

**During the  
Service**

Late Arrivals

- Strongly encourage late arrivals to wait to take their seats until the points designated with an asterisk “\*” in the bulletin.

Prayer Concerns

- During the second hymn, when the Head Usher signals, walk up and down the aisle holding a “Prayer Concern” card. Accept completed cards from the congregation and give them to the Head Usher before the last verse of the hymn begins.

Collection of Offerings

- Prior to the point designated in the bulletin, take your offering plate to your position.
  - Await the Head Usher signal to commence collecting the offerings.
  - When finished, wait at the back of the sanctuary for the Head Usher signal to take the offering to the front of the church.
  - When the minister has concluded the blessing, turn and take the offering plate to the back of the sanctuary. Exception: On Communion Sunday, return after the Doxology.
  - Place the offering plates on the wooden cabinet (someone from the church office will pick them up).
  - A suggestion for taking the collection from the outside aisles – the first usher finished with the inside aisle should collect from the pews along the wall. Then collect from the inside pews starting at the front of the church. The other usher should collect starting at the back of the church. When the two ushers meet, they are finished. Then they return to the back to wait until it is time to bring the offering plates forward for the blessing.
- 

over

# Flemington Presbyterian Church

## Instructions for All Ushers

---

### **For the Second Service**

- Stand in the front of the sanctuary with bulletins and encourage people to sit in the front and center sections.
- 

### **After the Service**

- Collect Attendance sheets from the red plastic note pads after each service and give them to the Head Usher. Replace forms in the note pads if needed (forms are in the wooden cabinet).
  - Remove bulletins and other items from the pews. (After the first service, place clean and complete programs with the other bulletins for re-use.)
  - Ensure hymn books are in the proper place and pews are neat and tidy.
- 

### **In Case of an Accident or Illness**

- Go immediately to the person involved and offer assistance. Immediately notify the Head Usher of the emergency.
- 

### **For Hearing Impaired Individuals**

- A personal radio to hear the service more clearly is located in the sound system cabinet at the back of the sanctuary on the North Main Street side.
  - The ear-piece should be cleaned with an alcohol wipe before lending it. A box of wipes is located near the personal radios.
  - Collect the personal radios at the end of the service and return them to their place in the cabinet.
-

# Flemington Presbyterian Church

## Instructions for Head Usher

---

- Before you arrive**
- Review the Emergency Evacuation Plan (last page).
  - Review Instructions for All Ushers.
  - Give your email address to Cindy Hall at [office2@flempres.org](mailto:office2@flempres.org) for future receipt of schedules and instructions by email.
- 

- When you arrive  
(Arrive at least 20  
and preferably 30  
minutes before  
the service)**
- BE SURE THERE IS A GLASS OF FRESH WATER IN THE PULPIT FOR THE PREACHER.
  - Confirm 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.
  - Ensure all ushers have a nametag. Pre-printed nametags as well as blank nametags are located in the top drawer of the wooden supply cabinet.
  - Assign ushers to cover the 4 entrance doors and to distribute programs and assist people in locating seating.
  - Assign ushers to cover each section of the sanctuary for the offering. Ensure that all ushers understand that the offerings will be returned to the cabinet after the blessing.
  - Make sure offering plates are conveniently located so each usher will have easy access to one.
- 

**During the  
Service**

Temperature Control

- 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.

Noise Control

- Be sure the doors to Fellowship Hall remain closed during the service.
- If someone needs help with a small infant, TACTFULLY offer the service of our Church-time Nursery Care.

Attendance Count

- 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.

over

# Flemington Presbyterian Church

## Instructions for Head Usher

---

### Prayer Concerns

- 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.

### Collection of Offerings

- Signal the ushers to commence collecting the offering at the time designated in the program.
  - Signal the ushers are to take the collection to the Pastor when the congregation begins to sing.
- 

### **For the Second Service**

- Stand in the front of the sanctuary with bulletins and encourage people to sit in the front and center sections.
- 

### **After the Service**

- Collect Attendance sheets from all Ushers. Clip them together, label them for the 1<sup>st</sup> or 2<sup>nd</sup> service, and place them in the wooden cabinet.
- 

### **In Case of an Accident or Illness**

- In case of an accident or illness, 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).
-

# **Flemington Presbyterian Church**

## **Emergency Evacuation Plan**

---

- In case of emergency when there is cause to evacuate the Church building, the congregation will be instructed to leave by the four exits, not to enter Fellowship Hall.
- The four exits include the two at the rear of the sanctuary and the two in the hallway between the sanctuary and Fellowship Hall.
- Immediately close the doors connecting Fellowship Hall and the hallway. Ushers will stand there instructing the members to leave the building at that point, after assessing the exits for safety.
- Calmly instruct the members to leave by the exit closest to them.
- Assure there is no one left in the sanctuary before leaving.
- Teachers will immediately escort the Sunday School children to the Parish House where their parents will meet them.
- An evacuation may never have to take place, but we must be prepared in case of an emergency.