

Usher Duties & Responsibilities

Thank you for serving as an usher and giving of your time and self. Please remember that as an usher you are some of the first faces that people see as they enter Maple Leaf. We encourage you to be friendly, helpful and show forth the love of Christ to all.

- Prior to arriving at church please pray that you may be open to the moving of the Holy Spirit and do your job with joy and grace.
- Arrive at church 15 minutes prior to the service.
- Make sure lights are on in sanctuary and the doors are open
- Stand at entrances and give a bulletin to each person as you greet them.
 - There are some large print bulletins for those who want them.
 - Offer children's bulletins to families with kids.
 - With two ushers, both should stand at the main sanctuary entrance. Watch for people entering through the side doors to make sure they get bulletins
 - With four ushers, two should stand at the main entrance and one usher should stand at each side entrance.
- Stay at the entrance to hand out bulletins through the announcements because there will be latecomers.
- Place 3 or 4 bulletins on the pews closest to the each of the entrances. These can be picked up by those arriving really late.
- Close the doors during the first hymn. If the weather is warm and the church feels hot or stuffy, you may want to keep the doors open during the service to allow for some air flow.

- After worship has been going about 15 – 20 minutes, count the number of people in attendance, including those in the choir loft and nursery. There may be a few latecomers after your count, so add them to your number. Try not to be obvious about counting. Record the attendance in the white binder on the small shelf in the narthex. (You may want to wait until the end of the service to do this to catch all the latecomers)
- Sit towards the back of the sanctuary so you can include latecomers in your count and make sure they get a bulletin.

- Offering Collection: Please see the bulletin to know when offering will occur during worship.

- Using two ushers:
 - The acolytes will bring the offering plates down to the front row of pews and pass them from the center aisle. The ushers will handle the outside aisle.
 - After the offering is complete, the acolytes will stand at the back of the sanctuary until the Offertory song is sung. At the start of the song, they will bring the plates up the center aisle
- Using four ushers:
 - With four ushers, two ushers will collect from the middle aisle and two will collect from the side aisles. The ushers serving the center aisle will go up and receive the plates from the acolytes.
 - After the offering is complete, the two people who collected offering from the center aisle will stand at the back of the sanctuary until the Offertory song is begun. At the start of the song, they bring the plates up the center aisle. They give the plates to the acolytes.
- After the Invitation to Communion, the ushers go forward to regulate flow for communion and assist communicants to the rail, as needed.
 - With 2 ushers, they will go up the center aisle and stand on each side of the baptismal font by the front pews.
 - With 4 ushers, two will stand in the center and the other two will stand on the outside aisle near the front side beams.
 - Ushers should be prepared to assist communicants up the stairs to the rail. You will also need to assist them down the stairs as well.
 - After everyone has received communion, the ushers may proceed to receive communion themselves.
- During the last hymn, open the doors to the sanctuary.
- After the service, clean up the sanctuary, straighten the items in the pew racks and clear the pews of cushions and paper. Put all the used bulletins in the bin and take it to the Office Administrator's window counter in the office area of the church. Turn off the lights, close the doors and make sure the windows in the sanctuary are closed and locked.

Thank you again for your willingness to do this important ministry. If you have any questions or concerns please speak with the Pastor or the Worship Committee.