

Procedures for Ushers

- Arrive at the church 15 minutes before the service and check in with the pastor.
- Make sure that the other ministers are present or assign them (There should be a schedule on the bulletin board.) Help Pastor find an acolyte.
- Take the communion bread out of bag on back shelf and put two pieces on plate. Cover with cloth.
- Hand out bulletins and greet people arriving.
- One usher collects green prayer requests during the Hymn of the Day (After the Message) and takes them to the pastor. On Soul Café Sunday (4th Sunday) put them on the lectern in front of Pastor.
- Collect the offering (After the Sharing of the Peace). The collection plates are on shelf in back of church.
- Carry the offering to the pastor at the front of the altar *when he signals*. One usher carries the plates and one the bread and pitcher.
- **As soon as Communion assistants go to altar** begin to direct communion. One usher stands at the front of the church and directs traffic, standing and directing the line from the side opposite to the side where people are coming forward. (Usually 9 -10 people fit on each side of the communion rail.) The other usher moves from back to front on the left side (facing the back) and then on the right side, also back to front. (See diagram) The ushers receive communion last.
- Ushers take note of anyone in the congregation who is unable to walk up to the altar and tell the pastor.
- Ushers count the members of the congregation from the back or the loft. Write down the number on a piece of paper and put it in the collection plate. Remember to count the pastor, musicians and any children in the nursery.