

## Head Usher Duties

*To Welcome the neighbor or stranger is to Welcome God's guest.*

### HEAD USHER RESPONSIBILITIES:

#### **Before Service:**

- Head usher is scheduled for all services during the month. For example, all services on Sunday as well as any scheduled during the week. For example, Maundy Thursday or if Christmas Eve services fall within the week.
- Be properly attired as we are a representative of First Presbyterian.
- Be at the church one-half hour before the service to begin checklist. There will be a copy of this procedure located in the desk.
- Turn lights on in Narthex (foyer) and Nave (church proper). Note: Do not switch on light labeled #3 as it creates a glare for the organist.
- Make sure all entrance doors are unlocked and doors leading into the Nave are opened.
- Check bulletins for adequate supply. (If you run out, the master copy of the bulletin is in the work room above the copier)
- Place offering plates in front of sound system. (Offering plates are stored in lower right drawer of desk in Narthex)
- Check thermostat in back left of Nave and in choir loft. Make sure thermostat is on and is set on auto for heat or cool depending on the season. (Suggested temperature: a/c set at 72 degrees on back wall and 68 degrees for choir loft. Heat set at 68 degrees)
- All assigned ushers/greeters are present and make offertory assignments. Fill vacancies if needed.
- Maintain an atmosphere of reverence in the Narthex.
- Greet worshipers, together with other usher/greeters and assist in the delivery of bulletins to worshipers. Worship bulletins are available for children (one bulletin for children ages 4 – 6; the other for children ages 7 – 12).
- Adult supervision is recommended if a child is assisting in handing out bulletins and should stay with the adult inside the Narthex. Allow them to hand out the children's bulletins. Use this time to nurture their gifts.
- Keep alert to the location of available seats, seeking to maintain a balanced congregational seating arrangement if possible.
- Special attention should be given to visitors to make them feel welcomed and also to assist in seating if needed. Direct to nursery or explain Children's Church if applicable.
- Special attention should be given to those with special needs or needing assistance of any kind. For example, opening doors or assisting with seating.
- Strive to maintain 'neatness' in the Narthex of the Church.
- Consult with pastor regarding any unusual procedures to be followed in the service.

#### **Beginning, During and After the Service:**

- Close doors leading into the Nave during the Prelude after the Pastor and Choir have entered.
- Hold people from seating until the choir has entered. Late guests are to be held for seating during prayers and the reading of the scriptures.
- Remain in the Narthex until the service is completed and remain observant during the service of any needs, such as directing late arrivals, etc.
- Assist with the center double doors during dismissal of the children to Children's Church.
- Wait approximately 5 to 10 minutes after the children have left and go to the Infant Nursery, room 3 and 4 to check if anything is needed and secure.
- Assist ushers with offertory collection.
- Open exterior double doors, then all doors opening into the Narthex at the appropriate time, normally before the Charge and Benediction or when the choir is leaving from the choir loft into center aisle.
- Assist in counting offering if assigned for the month.
- Assist Elder usher assigned for the month in securing/locking Sanctuary doors (as well as thermostat in the Sanctuary) and all other doors—Fellowship/Educational/Office building. Making sure that the candles have been extinguished in the Sanctuary and coffee pots are off in the Educational/Office building hallway.

**If you are unable to serve, you are responsible for finding a replacement and informing the church office, 584-3826.**

Thank you for SERVING and may your ministry in Christ be blessed.