

**LEAD USHER RESPONSIBILITIES
DOWNTOWN SITE
8 AM & 10:30 AM SERVICES**

Arrive 30 minutes early to do the following:

1. Unlock outside doors.
2. Turn on the lights: sanctuary, altar, side aisles & narthex.
3. Light the altar candles. If there is a baptism or during the Easter season light the Paschal candle.*
4. Check the baptismal font to be sure there is water in the bowl and that the font is placed at the front of the center aisle.
5. Locate all the morning service bulletins (adult & children) on the blue bench just inside the office/North street entrance, the hallway leading to the office. Place the 8:00 service bulletins on the bench to the left of the center aisle in the narthex. Place the 9:15 and 10:30 bulletins in the usher's room.
6. Check the bulletin or ask the pastors about any special information needed to instruct the ushers.
7. Assign ushers to their stations (two in the center aisle and one at each side aisle). Relay any special information.
8. Be aware that confirmation students may be assigned to usher. Welcome them and give them specific information and instructions regarding the roll and purpose of an usher.
9. Close the doors to the Gathering Area.
10. Begin collecting the offering as soon as the congregation is seated after "Passing the Peace." The pastors may still be passing the peace.
11. Bring the offering forward as the congregation is singing the offertory response. Wait until the music during the offering collection is completed before bringing the offering forward.
12. Assign ushers to direct communicants. (See "Instruction for Helping During Communion".)
13. Alert pastors to any worshipers who are unable to come to the communion rail. The pastor will take the wine and bread to the communicant in the pew.
14. Pick up the attendance sheet in the usher room and record attendance.
15. Secure the offering and place in the safe. For personal safety and cash security, conduct using 2 people. Return the offering plates to the usher's room.
16. Be alert to distracting noises. Please restrain the conversation of ushers in the narthex and be aware of any other distracting noises or conversations in the hallways, balcony, etc.
17. Be alert to special needs of worshipers and any emergencies.
18. Turn out lights after the congregation has left the sanctuary and see that all the doors to the outside are locked and secure including the two Drew Street doors, the ramp door and the portico door.

*When the oil candles arrive acolytes will be trained to light and extinguish the candles at 8:00 and 10:30.