

**USHER RESPONSIBILITIES
DOWNTOWN SITE
9:15 AM**

ALL USHERS: Arrive 15 minutes early to do the following:

1. Check with the head usher for door assignment (two in center aisle, one at each of the side aisles). Also check for any special instructions.
2. If baskets used for communion, verify baskets are on flower pedestals prior to the start of the service.
3. Set out offering plates.
4. Using the bulletin, confirm song boards are correct and hang the song board. Remove song boards after the service.
5. Take a few bulletins (adult & children) to hand to worshipers, if needed.
6. Welcome and greet worshipers as they enter the sanctuary. Assist them to a pew.
7. Direct communicants.
8. Alert pastors to any worshipers who are unable to come to the communion rail so the pastor can take the wine and bread to the communicant in the pew.
9. Be alert to special needs of worshipers and any emergencies.
10. 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.
11. After the service, collect bulletins and other items left in the pews.
12. Assist musicians in taking down of musical equipment if needed.

Revised/updated: 9/1/09