

Sunday Hospitality – Ushering

Begin about 25 minutes before the service

Prior to service

- Find the listening devices in a small box on the usher's pew at the rear right corner of the church as you face the pulpit. If not found, get the Listening Devices from the church office. They're kept on the black sound system box on the wall between the sanctuary doors in the church office.
- Assemble the order of service by placing the insert into the order of service. You should find a stack of each on the usher's pew as you arrive.
- Check to see that the hymn numbers are posted correctly on the board at the front right
- Light the two candles on either side of the chalice. Matches are usually kept in the chalice, if not found check in the office.
- One usher stands by the door at the back of the church (organ side) and one stands by the door at the front of the church (pulpit side).
- Welcome people and hand Orders of Service to people as they arrive. There are a few large print Orders of Service that should be shared between the front and back ushers.
- Please inform anyone bringing a camera that flash photography is not allowed during the service.

As service starts

- Close the doors at each end of the sanctuary. Both ushers join at the usher's pew (against the side wall at the back of the church). Assist latecomers.
- Usher people to their seats as the sanctuary gets full.
- Ask latecomers to wait in the back of the sanctuary during prayers and anthems.

The Offering

- When the time for the Offering is announced, walk together to the front of the church using the middle aisle and pick up the collection boxes from the pulpit.
- The collection is always taken from the front of the church (pulpit side) to the back of the church (organ side) so that people can see you coming. Collect the offering along the middle aisle first. Wait for each other at the back of the church and then proceed to the front of the church

along the outside aisles. Collect the offering along the outside aisles from the front of the church to the back.

- When collection is complete, wait at the back of the middle aisle until silent candles are complete.
- Walk together down the middle aisle and return the boxes to the pulpit.
- Following the collection, you may sit where you wish.

After service ends

- Check the pews for any Orders of Service that have been left and place them in the paper recycle baskets at the front and back of the church.