

Ushering at Old Ship Church

Updated 3/8/18

The three main duties of ushering are:

1. **GREETING:** - As people arrive, give them your full attention! Look them in the eye, smile, greet them (such as “Good Morning!”), hand them an Order of Service. Then get people moving out of the way - suggest a seat or take them to one. The first usher to arrive gets the Orders of Service, large print copies, crayons, etc. from the “Ushers pew” (see below), and puts it all in the basket on the table by the door.
2. **DELIVERING MICROPHONES** - At joys and concerns time, 1 usher should walk down the middle aisle and receive the microphones (which are already turned on) from the minister. Hand the 2nd microphone to the other usher and move to each side of the Meeting House. As parishioners raise their hands to share, the closest one takes a mic to anyone who raises their hand. When done, 1 usher again walks down the middle aisle to return the mics to the minister. (Don’t turn it off or on or anything.)
3. **COLLECTING THE OFFERING** - At offering time, 3 ushers should line up in the back of the church, one in the middle aisle and one on each side aisle. Walk in unison toward the front and pick up an offering basket on the stage around the corner from the pew. Pass the basket on both sides of your aisle starting from the front; walk down the aisles in unison from the back, return the basket to where you got it; walk back in unison to your seat.

Other duties/info:

The “**Ushers pew**” is the first pew on the right as you come in the church; ushers can sit there. It has the “**Welcome sign**” (see below) on the desk, a **spiral notebook** (to record attendance) in the desk, and the Orders of Service, crayons etc. to put in the Greeting basket to hand out. Also in this pew are the **assisted listening devices**.

After the minister’s welcome and announcements, **unlatch the wooden doors** from the vestibule so they close. Get the “**Welcome sign**” for latecomers and hang it in the vestibule next to the wooden doors into the church.

An usher should head for the door during the final hymn. After the minister’s Benediction, **open the wooden doors and latch them** to stay open. Remove the “Welcome sign” and put it back in the “Ushers pew”.

At some point in the service, **get a head count** of the number of adults and teens attending. Record it in the **spiral notebook** in the desk in the “Ushers pew”.

An usher **should ring the bell** at 10:20: (1) Untie the rope, (2) Pull down slowly, smoothly, not too hard (or the bell flips over) – then let go, so it goes back up, (3) Pull down again slowly, let go. Ring about 10 times, retie rope.

Leave the flowers for the Sexton to bring over to the Parish House.