

ADVENT LUTHERAN CHURCH USHER RESPONSIBILITIES

Ushers are an integral part of our worship life. Ushers have two primary responsibilities: greeting people as they enter the church and helping ensure worship runs smoothly. Below are a few notes on your responsibilities as an usher.

- Before the service
 - Ensure bulletins are out in the narthex. If they are not out, let me know and I will get them from the office.
 - The usher's chest contains red buttons (magnetic and pin-back) for you to wear. This helps me point you out to anyone who needs assistance. (It's easier for me to say you are wearing a red button than it is for me to try to describe what you look like.)
- Greeting
 - Smile! Because you are the first person someone sees at church, it's important for them to be greeted warmly. (This is true whether they are new or not.) Everyone who comes in should get a greeting and a bulletin.
 - If someone comes in that you don't know, you can say something like, "I don't think we've met before. Nice to have you here. Let me know if you need anything."
- During the service
 - Because people may arrive late, be prepared to continue greeting people for the first ten minutes or so of the service.
 - Get a count of the number of people in attendance and record it in the green book by the ushers' chest.
 - During the prayers of the people, give any Sunday school programming a heads up that they should start heading back to the sanctuary.
 - During the offering, come to the front of the church to receive the offering plates from an acolyte or me. As you take the offering, please refrain from making comments about people's giving. (Unfortunately, this is an issue at many churches.) People may put nothing in the plate because they don't have the means, gave at an earlier service, or gave online. When, how, and if people give is not your concern. Communion and newcomer cards should be collected in the offering plates at this time.
 - When the offertory starts ("Let the vineyards be fruitful..."), come forward with the plates and hand them to me. I'll say, "Thanks," and put them on the credence table.
 - After the Lord's Prayer, you can come forward to dismiss people from their pews for communion. It does not matter which side goes first. It is usually easiest to alternate sides.
- After the service
 - Help point people to the fellowship hall if there's coffee hour.
 - Return your red button to the usher's chest.

Thank you for your continued service to the life of our congregation!