



# First Presbyterian Church

270 Woodbridge Avenue  
 P.O. Box 385  
 Metuchen, New Jersey 08840  
 732-491-2300  
 Fax (732) 491-2320  
 Website: [www.fpcweb.org](http://www.fpcweb.org)

July 1, 2010

The Worship Commission is asking the following Church groups to be responsible for securing **ushers** in the coming months:

| <b>July - Board of Deacons</b> | <b>August - Mission Commission</b> |
|--------------------------------|------------------------------------|
| September .....                | Worship Commission                 |
| October .....                  | Board of Deacons                   |
| November .....                 | Presbyterian Women                 |
| December .....                 | Session                            |
| January 2011 .....             | Personnel Commission               |
| February .....                 | Community Nursery School           |
| March .....                    | Evangelism & Nurture Commission    |
| April .....                    | Christian Education Commission     |
| May .....                      | Finance Commission                 |
| June .....                     | Indonesian Fellowship              |
| July .....                     | Mission Commission                 |
| August .....                   | Worship Commission                 |

1. You will need **four** ushers on the first Sunday of the month and **six** ushers on each of the other Sundays, or for special services. **Please contact the church office to verify if there are any changes to the number of ushers needed for a particular Sunday or for a special service.**
2. **Submit the names of those who have volunteered to usher during your assigned month to the Church Office at least a week prior to the date** so that name tags can be printed and delivered to the Narthex.
3. Give your volunteers a copy of the enclosed instructions.
4. Stress the importance of ushers arriving at the Church a half-hour before worship begins, i.e. 9:00 AM on a Sunday morning.

Thank you for your cooperation.

Sincerely,  
 Worship & Spiritual Life Commission

## Duties of Ushers

1. Arrive at 9 AM (or half-hour before service begins).
2. Find your name tag (there should be a printed one on the desk in the Narthex)

### Latecomers

Please ask people arriving late to wait in the Narthex (hall)

They may be seated:

- Before the Hymn of Praise
- After the Gloria Patri (before Children's Time)
- Between the Anthem and the Sermon
- After the Response of Faith

### Downstairs

- **Seat people** as they arrive; hand each person a bulletin. Children get special children's bulletins.
- **Close doors** at *Call to Worship* but remain ready to help people through the *Hymn of Preparation*.
- **Offering:** Walk together down the aisle to the front, holding the offering plates.
- Pass the plate to the first person in each pew (remembering the pews on the sides). You and your-co-usher should stay together and coordinate your movement with the other ushers.
- **While waiting for the plate at each pew, count the number of persons in that pew.**
- When the collection is completed, wait at the back of the church for the doxology. Then walk to the front of the Sanctuary and stand facing the cross while the prayer is said.
- After the prayer, take the plates to the Narthex. Give the plate and your attendance count to the Head Usher in the Narthex.

### Upstairs

- One usher stands at each door to the balcony. Hand out the bulletins, but it is not necessary to seat the people.
- **Close doors** at *Call to Worship* but remain ready to help people through the *Hymn of Preparation*.
- **Offering:** There are two plates for each side of the balcony. Walk forward; give one plate to the front pew and one to the back. Walk to the other end of the pew to pass them on.
- **Each usher counts the people on his/her side of the balcony.**
- When the collection is completed, go downstairs with the plates. One usher will enter the Sanctuary by each door.
- When the doxology begins, walk to the front of the Sanctuary and stand facing the cross while the prayer is said.
- After the prayer, take the plates to the Narthex. Give the plate and your attendance count to the Head Usher in the Narthex.

### ALL USHERS

At the end of the service, help straighten up the pews.

- Return hymnals to the racks
- Pick up bulletins and any discarded papers.
- Remove completed Friendship Pad pages and place on table at rear of Sanctuary.

*Thank you!*