



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

August 28, 2017

SUBJECT: USHERS

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

September 2017 Christian Education & Stewardship Commissions
October 2017 Board of Deacons
November 2017 Finance & Worship, Arts and Community Life Commissions
December 2017 Presbyterian Women
January 2018 Finance Commission & Indonesian Fellowship
February 2018 Congregational Life & Stewardship Commissions
March 2018 Mission and Outreach & Youth Commissions
April 2018 Christian Education & Personnel Commissions
May 2018 Presbyterian Women
June 2018 Board of Deacons
July 2018 Personnel & Worship, Arts and Community Life Commissions
August 2018 Mission and Outreach & Youth Commissions

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.**

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.

Give your volunteers a copy of the enclosed instructions.

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, Arts and Community 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.
- **Each usher counts the people on his/her side before Children's Time** (*we want to include the children*)
- **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.
- 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.
- **Each usher counts the people on his/her side of the balcony before Children's Time** (*we want to include the children*)
- **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.
- 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!