



First Presbyterian Church
of *Metuchen*

Where God's Love Welcomes All

August 22, 2019

SUBJECT: USHERS

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

- September 2019 Presbyterian Women and Youth Commission
- October 2019 Finance and Mission and Outreach & Social Justice Commission
- November 2019 Christian Education & Stewardship Commissions
- December 2019 Board of Deacons and Youth Commission
- January 2020 Personnel and Worship & Music Commissions
- February 2020 Congregational Life & Stewardship Commissions
- March 2020 Mission and Outreach & Social Justice Commission
- April 2020 Board of Deacons and Presbyterian Women
- May 2020 Personnel and Worship & Music Commissions
- June 2020 Mission and Outreach & Social Justice Commission
- July 2020 Christian Education & Youth Commissions
- August 2020 Finance and Worship & Music 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 and Music 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!