

USHER INSTRUCTIONS LETTER

Thank you for being an Usher on Sunday _____ at the _____ service. We hope that you have a positive experience and wish to do it again when asked.

Ushering is more than simply handing out bulletins. It is greeting members and guests with a welcoming smile or hello and making them feel comfortable in perhaps a new surrounding. It is helping them find a seat or where the restroom or cry room is for their small children when needed. It is also collecting the morning offering and inviting and directing people up to the Lord's Table for communion, what a privilege.

A few other duties of Ushering:

- Arrive 15 minutes *before the service begins* to hand out bulletins. (be sure to use the correct service bulletins, as there are different bulletins for both services!)
- After the service begins be aware of the latecomers and make sure they find a seat. Sit in the chairs in the rear of the church nearest the doors, which you close when the service begins.
- Help hand out the Visitor Information Packets when our guests raise their hands (these are located inside the kiosk closet).
- The head usher will instruct you which isle to take up the offering or direct people to go up for communion. If you have never ushered before ask lots of questions or perhaps the Sundays before your duty observe the patterns of how Communion flows and how to direct people, there is a definite pattern based on the type of Communion.
- **AFTER THE SERVICE... please stay and clean up the pews** of bulletins, debris, straighten hymnals etc. If pencils are missing or more Visitor Cards or offering envelopes are needed, PLEASE refill these empty spots. These materials are located in a box inside the Narthex kiosk.
A neat and orderly pew is one of the first impressions guests get of our church and how we care and respect our worship center.

If you cannot keep your Ushering commitment, please find your own substitute.

We appreciate your willingness to serve Prince of Peace.
Bill Bishoff