

Peace Lutheran Church of Plymouth

Head Usher Duties

Thank you for volunteering to serve the church in this important ministry. The following list should clarify the responsibilities and tasks of this position.

1. Arrive one-half hour before the service.
2. Check to see that the outside doors are unlocked.
3. Find all equipment. Items located in the sacristy are:
 - a. Usher and Head Usher name tags
 - b. Offering Plates
 - c. Brown attendance folder
 - d. Green ropes for reserved seating
 - e. Bulletins placed in one or two baskets
 - f. Extra Welcome Pads and golf pencils
4. Make a label for the head usher name tag and labels for the ushers, greeters, and nursery attendant.
5. Sound system will be operated by Bob Samuelson.
6. First service - do a quick cleanup of the Narthex, if necessary.
7. Put the Altar flowers on the flower stand on the chancel. A second bouquet is placed on a plate in front of the Table on the chancel.
8. If it is a high attendance Sunday, such as Easter, Christmas Eve, first communion, or confirmation, have extra folding chairs in reserve outside the sanctuary.
9. Check with the Pastors to see if there are any special events during the service, such as a Baptism.
10. Sanctuary windows - there is a remote control (hand held) for the blinds at the usher's table and in the sound system closet.
11. Assist the acolyte with the lighting of the candle lighter and instructions on how to use it. The acolyte goes to the Altar with the pastor. During the weeks of Easter, the Paschal Candle should be lit, too. During Advent, the lighting of the Advent wreath will need special instructions.
12. When the prelude begins, approximately 5 minutes prior to the service, please close the doors to the sanctuary.
13. Be available to answer questions of the ushers or anyone needing assistance.
14. Answer the telephone, if it rings during the service.
15. Record worship attendance in the brown folder. Include everyone in the count, including the pastors, organist, musicians, nursery personnel, infants, and ushers.
16. During the last hymn, open the sanctuary doors.
17. The acolyte will extinguish the candles before coming down the aisle with the pastor.
18. Bring the offering to the cabinet in the sacristy after each worship service. Leave the offering plates on the counter in the sacristy.
19. Welcome pads
 - a. Should be passed to the congregation during the announcements in the service.
 - b. After the first service, gather the Welcome pads and place them on the table in the back of the Sanctuary for the second service.
 - c. After the last service:
 - i. gather the Welcome pads

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- ii. remove any used pages from them.
 - iii. examine the pencils and replace, if necessary.
 - iv. replace the Welcome pad, when they are completely used.
 - v. store them on the usher's table in the sanctuary.
 - vi. take the completed pages and place them on the counter in the office.
- d. Supplies are stored in the sacristy.
20. Before the second service: Rope off the northeast section of chairs to encourage the congregation to gather in three sections only.
 21. After each service, go through the Sanctuary and turn all of the **green hymnals binding side down**. Try to spread the blue and green books alternately between chairs. Pick up anything left such as used bulletins.
 22. After the last service, lock the front doors and check all the exit doors to be sure all doors are secure before leaving the building. You are not responsible for locking the north door of the main entrance. It requires a special electronic key. The pastors will take care of it. If you have a problem locking the front door, call one of the other head ushers who knows the locks.

Coffee

1. First service greeters are assigned to make the coffee.
2. Last service greeters are responsible for the cleanup.
3. Second service greeters should do a quick pick up of the dirty cups, etc. in the narthex before the service begins.
4. During the summer, wash the coffee makers and cups.

Communion

1. Before each service, be sure that the baskets for the cups are under a chair in the front row on each side.
2. Carry the bread and wine chalice forward to the chancel during the offertory.
3. On Communion Sundays, where many visitors are present, you may want to assign an usher to direct the people to the chancel.

Baptisms

1. Our new baptismal font is located near the entrance doors in the sanctuary.
2. Before the service, check to see that there is water at the baptismal font. If there is no water, purified water for the bowl is stored in the sacristy under the sink. Please use only purified water.
3. Have the Acolyte light the Paschal Candle on Baptism Sundays.