

## Winter Park Christian Church

### Usher Duties

As ushers, our goals are to encourage a loving, welcoming atmosphere by greeting everyone genuinely with the love of Christ, facilitating a reverent atmosphere of worship in the sanctuary, and collecting the offering and serving Communion. As ushers, our duties include the following:

1. Arrive 30 minutes before the service. If you cannot serve on your scheduled date, please find a replacement. Arrive 45 minutes early if it is Communion Sunday (usually 1<sup>st</sup> & 3<sup>rd</sup> Sundays—check the email from the church each week).
2. Come prayerfully, praying for the service and congregation. Pray that you will be constantly mindful of your role of creating a welcoming atmosphere for members and guests and a reverent attitude toward worship.
3. Check the Order of Service posted inside the auditorium door for the song prior to the offering/communion.
4. Make sure coffee/hot water pots are adequately full and available for members/guests for all services. Cookie trays are set in the atrium for fellowship following the 10:30 service.
5. SMILE and speak to everyone with eye contact. Be attentive and look for needs. Learn names, and call people by their name as often as appropriate.
6. Greet people as they come in, or better yet, open the door for them. Some come with hands full and need assistance. This also assures that everyone is greeted. If we only stand at the double doors to the auditorium, we often miss people who go to the side doors.
7. Look for visitors. Introduce yourself. If it is the second service and they have children, assist them with information about Sunday School. Take them to the classroom (age-group signs are on the doors) and introduce them to a teacher or Sarah. Let them know that, generally, children stay in the auditorium for Praise and Worship and then released for Sunday School beginning in the atrium. For the first service, there are nursery and toddler classes only. For

older children in first service and "Family" Sundays the last Sunday of the month, there are Children's Packets for us to distribute. Children have AWANA's on Saturday nights.

8. Inform visitors of coffee/tea available.
9. Make sure there is a bottle of water in the podium for the speaker.
10. Close the auditorium doors when the service begins, and do your best to get people in before it starts. One usher should stay in the auditorium to help seat people as needed. Try to minimize any distractions in the auditorium while people are worshipping. Ask people to wait in the hallway during prayer and quiet times before entering.
11. Offering bags are inside the table by the media booth. To collect the offering, 2 ushers go down the middle aisle to the front with 2 bags each and start the collection at the first two rows. Decide among yourselves which 2 ushers will count the offering as long as the 2 people are not related. (Training for counting the offering is given on-site in-person.)
12. Communion is served in two to three ways. You will learn from Jean prior to the service the instructions for preparation and serving. Cups and trays are located inside the table in the foyer. Remember to serve the people in the sound booth. Remove all trays from serving tables after Communion and take to the kitchen to clean or replenish. Do so discretely during a song or prayer that follows. Tables/cloths should be put away after the 10:30 service.
13. Speak to people as they leave the service.
14. Check the auditorium after the service for trash, bulletins, lost & found, etc., so it is ready for the next service. The appearance of the place of worship is important.
15. At all times, avoid congregating to chit-chat and possibly missing the opportunity to serve a guest.
16. After the offering or Communion, sit in the rest of the service and participate in worship while still being attentive to the needs of the congregation.
17. Appearance—Fresh, alert, wear SMILE AND BADGE.