

**USHER TEAM RESPONSIBILITIES**  
**Rockford United Methodist Church**

4/23/2024 version

(please put this page in the offering envelope)

**REPORT ATTENDANCE HERE, TEAR OFF, AND THEN TURN IN WITH  
OFFERING ENVELOPES TO CHURCH OFFICE DROP BOX**

SERVICE DATE \_\_\_\_\_ TIME OF WORSHIP \_\_\_\_\_

TOTAL ATTENDANCE \_\_\_\_\_

*Please check all these areas:*

Pastor	_____	Left Side Sanctuary	_____
Others on Platform	_____	Ushers, Greeters	_____
All Upper Balconies/Tech	_____	Nursery	_____
All Under Balconies	_____	Center Entrance	_____
Right Side Sanctuary	_____	Other: _____	_____

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ANY NOTES FOR OFFICE (questions, prayer requests, name tag requests, more attendance sheets or peel off name tags, spills, follow-up needed):

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(these pages also found at [www.rockfordumc.org](http://www.rockfordumc.org) under the Worship menu)

## **USHER TEAM RESPONSIBILITIES**

### **Quick-Look Check List**

- \_\_\_ Please know the “USHER RESPONSIBILITIES” instructions below.
- \_\_\_ Please stand at the **bottom** of the Sanctuary stairs to hand out bulletins. This is to avoid bottlenecks on the stairs where it might be unsafe for some to stand. It’s very important to keep the flow going toward the Sanctuary, if you would like to catch up with someone, please see them after the worship service.
- \_\_\_ Always smile and say, “Good morning.” Be welcoming. Answer any questions.
- \_\_\_ Attendance Pads:
  - 1) Please be sure the attendance pads are on the center aisle of the pews (under the side balconies, on the stairs side) before the beginning of the worship service.
  - 2) After the service, please collect the signed attendance sheets and put them into the attendance sheet envelope and slip under the church office door or in the drop box.
  - 3) Please restock the attendance pads with attendance sheets and name tags (3) as needed (found on the back shelf), and return to the pew on the center aisle.
- \_\_\_ Close big worship doors after people enter and the service begins.
- \_\_\_ At minimum, we need four people to do the offering collection for the 8:45 am service and two people for the 11 am service. (see B2, D6, and D7)
- \_\_\_ In case of a medical emergency, assist the person out of the Sanctuary if they’re able. Then, call 911. A first aid kit is mounted in the back of the kitchen near the freezer. If needed, the AED is located on the south wall in the worship entrance next to the Community Room.
- \_\_\_ Be aware of anything unusual throughout the building; answer questions, assist lost children and monitor any suspicious persons / packages / activity.
- \_\_\_ Open the doors during last hymn or song.
- \_\_\_ Any questions, contact pastor.

## **USHER RESPONSIBILITIES**

### **A - BEFORE YOU ARRIVE:**

1. Please take some time for prayer and devotions preparing yourself for serving.
2. Please arrive at least by 8:15 am for the 8:45 am, and by 10:30 am for the 11 am service. If anything changes, instructions will be given then.
4. If you are unable to usher, please first try to find a replacement. If you are unable to find a replacement, then contact the church office before Friday at 3:30 pm, or Linda Larson.

5. Please have these contact numbers handy.

Emergency - 911 / Church Office - (616) 866-9515

### **B - HALF HOUR BEFORE THE SERVICE:**

1. Check to be sure all lights have been turned on in the entry way and worship area.
2. Please be sure you have four people to take up the offering for the 8:45 am service and two people for the 11 am service. (see D6)
3. Check to see the attendance pads are in the pews on the center aisle (and near the stairs in the under the balconies pews) before the service.
4. Light candles about ten minutes before the service (no earlier than 8:30 for first service).
5. The eternal flame should remain on and plugged in.
6. Ring bell five minutes before service. (Get kids to do it if we have any!)

### **C - AS PEOPLE ENTER:**

1. Please stand at the **bottom** of the stairs, greet them and hand them a bulletin (and inserts). It's very important to keep the flow going toward the Sanctuary and avoid bottlenecks. If you would like to catch up with someone, please see them after the worship service.
2. People may have **covered beverages** in the Sanctuary. If not, please encourage them to finish their beverage or find a cup with a lid. If there is a spill, please clean it up the best of your ability and note it on the attendance sheet.

### **D - DURING THE SERVICE:**

1. Take careful count of all people early in the service prior to Children's Moment. Be sure to check those in the central entrance; record in the "Report Attendance Here" box (1<sup>st</sup> page).
2. Put the attendance count page in the offering envelopes.
3. Sit in the last pew of the Sanctuary so you can assist latecomers (people should not be seated during a prayer) and be alert to needs of the congregation or issues in the worship entrance. Be aware of anything unusual, and monitor any suspicious persons / packages / activity and let the pastor know.
4. In case of a medical emergency, assist the person out of the Sanctuary if possible. Dial 911. If needed, the AED is located on the south wall of the worship entrance next to the Community Room. A first aid kit is mounted in the back of the kitchen near the freezer.
5. Once service begins, please close sanctuary doors. Open them during the last hymn/song.
6. Collecting the offering: each usher gets an offering plate and a bread pan to pass.
  - Using 4 people in the 8:45 service and 2 in the 11:00 service, they walk together to the front and begin collecting from the main seating first, alternating rows when possible.
    - 8:45 am - one usher per each side aisle and two in the middle.
    - 11 am - two ushers use the middle aisle.
  - Then collect from the side, back and balconies if people are in those areas.
7. Once all money is collected:

**8:45 Service:** Once all money is collected, two people stand at the center aisle post, this is a signal to the organist to play the Doxology. Bring forward during the Doxology, hand to the pastor and wait until after the Prayer of Dedication. When the pastor hands back the offering, bring to the back row of the church and place offering money and the attendance count page in the designated envelopes; then two unrelated adults bring the envelopes to the drop safe by the office.

**11:00 Service:** Once all money is collected, bring to the back row of the church, and place the money and the attendance count page in the designated envelopes, then two unrelated adults take the envelopes to the drop box by the office.

8. If there is a disruptive child, the parent and child can be directed to the center entrance area where they can watch on the monitor located there.
9. Currently, we are offering a supervised Nursery for children birth – 3yrs old at the 11 am service.
10. Always be on alert for anyone who may need assistance.
11. Be alert for any needs from the pastor or anyone leading worship.
12. During Communion, be alert if anyone needs to be served from their seats.
13. If there is a building maintenance issue or other type of emergency, please contact one of the Trustees first and then Pastor Anna second if possible.

#### **E - WHEN PEOPLE ARE DISMISSED:**

1. Make sure any visitors get to meet the pastor.
2. Pick up the attendance pads and tear off the attendance sheets, put in envelope and slip under the church office door or in the drop box.
3. Restock attendance pads with attendance sheets and nametags (3) as needed; note new nametag requests on the attendance count sheet.
4. Put the attendance pads back in the center aisles for the next service.
5. Put any recyclable materials in the wicker basket.
6. After the service, extinguish candles.