

# Usher Responsibilities

## Hymnal and Order of Service:

- Arrive by 10:15 to hand out the hymnals and the Order of Service.
- You can find the Order of Service in the Administrators Office in a basket.
- Look at Order of Service and decide if both hymnals or just one is needed.
- Greet each person with a HELLO and perhaps their name if you know it.

## Entry doors:

- The entry doors to the foyer should remain open until service starts.
- Five minutes after service has started, close only one door.
- After the Offering is collected, please close both doors.
- Open both of the doors at end of the service.

## Offering:

- Sit near back of service so that you are available to take up the offering.
- Let music play 30 seconds before you start to the front of the Church.
- Make sure that there are envelopes, writing pens and needed flyers in the basket.  
These can be found either on the bottom shelf of the hymnal cart, or in the administrators office.
- Walk up the center isle and give the basket to the front row.
- Collect the basket when it arrives after the last row.
- Put the money into one basket and store it under the shelf in the sound booth.
- Count the people in attendance and place the count on the tally sheet that was in the basket.
- The Social Justice Committee will count the money after the service.