

FIRST CONGREGATIONAL CHURCH UCC  
Port Washington, Wisconsin

## Sunday Morning Usher Duties

### BEFORE THE SERVICE:

- Please arrive 20 minutes prior to the service. Usher i.d. pins are located in the bell tower station table drawer or wear your name tag.
- Determine *who will ring the bell at the beginning and end of the service*.
- Ushers should be at each entrance of the sanctuary to welcome people and hand out bulletins.
- Place the children's activity bags on a pew near the Narthex. (Located on the children's book cart in the Narthex.)

### START OF THE SERVICE:

- Ring the Bell 12 times at the conclusion of the musical prelude to mark the start of the service.
- *Please record the number of people (Includes minister, ushers, musicians, latecomers, etc.) in the sanctuary in the usher binder (located on the bell tower station table drawer).*
- Keep the sanctuary doors open unless they need to be closed because of noise downstairs.

### DURING THE SERVICE:

- Help direct latecomers to open seating.

### OFFERING:

- Offering plates are located in the bell tower station.
- The following procedure is written for full pews and 4 ushers; make common sense adaptations for low attendance and 2 ushers.
  - Four Ushers proceed forward (2x2) when the music begins. Upon reaching the front of the sanctuary, the front two ushers "fan out" and move to the side aisles. The back two Ushers turn around at the front pew in the center aisle.
  - The right two Ushers collect from the right-side pews and the Ushers on the left collect from the left side pews. The "front" Ushers collect from the side aisles while the "back" Ushers collect from the center aisle.
  - The first available Ushers collect from the rear pews.
  - The plates are then stacked together, and two Ushers carry the plates forward *as the singing of the Doxology begins*. Present the plates to the minister and return to your seat.

### CONCLUSION OF THE SERVICE:

- *Ring the Bell 12 times at the conclusion of the musical benediction response to mark the end of the service.*
- After the service, check the pews and floor for forgotten items. Collect the bulletins and place in one of the blue containers for recycling.
- Tidy sanctuary and properly position the hymnals and bibles in the pews.

### IN CASE OF AN EMERGENCY:

- Should an emergency arise, call 911 (a working phone is in the elevator), inform the minister, and send someone outside to meet emergency personnel.
- In the event of a fire, your first duty is to evacuate the church, not fight the fire. **DO NOT USE THE ELEVATOR.** One Usher should go downstairs and evacuate Church School and the Nursery. The windows in the sanctuary can be used as emergency exits.
- All persons in wheelchairs, and others needing special assistance, are instructed to move into the Bell Tower on the south side of the sanctuary. This is the safe Area of Rescue Assistance for the Fire Department.