

USHERING DUTIES (Revised Oct. 2011)

Thank you so much for volunteering to usher this Sunday at Wilton Presbyterian Church.

The duties are not taxing, but varied, so let me just run them down.

- Please come at about 9:40am, so that you can greet any early comers.
- Please wear your nametag.
- Greet everyone and hand them a bulletin.
- When the announcements are finished, please shut the doors and feel free to take a seat in a pew.

When the Elder in charge of the offering calls you forward, go forward to receive the plate.

In a perfect world there will be 4 ushers, 2 in the middle aisle facing opposite ranks of pews and 1 on each outside aisles.

Pass the plates down the rows.

The first usher to the back should go up to the balcony and collect from anyone up there.

While you are passing, or standing in the back of the sanctuary, please count the number of worshipers.

This tally should go to the Elder after church.

Remain standing at the altar during the offering prayer, then retake your seat.

And please, do not forget, at the end of the worship service, the ushers should **collect any abandoned bulletins** in the pews and throw them back in the basket to be recycled and collect the current page from the Fellowship Pad and place them all in the basket and put in the Church Office and tidy the hymnals.

Thank you very much for your help.