

## DUTIES OF THE HEAD USHER

Serving as head usher is an important task at Second Church. Along with the ushers who will assist you, you help set the tone for the worship service by extending a warm welcome to all as they arrive for worship. This helps create the warm, friendly atmosphere that we all desire to have within the church.

Duties and responsibilities of the Head Usher include:

### A. BEFORE THE SERVICE.

1. **Arrival.** Arrive at church no later than 10:15 A.M., or 30 minutes before the start of a special or evening service
2. **Check with Minister.** Check with minister for any last minute changes in hymns or any special instructions for the service.
3. **Hymn boards.** Post hymn numbers on both boards in front of Sanctuary. Put a blue square before hymns from the Presbyterian Hymnal, if both hymnals are being used. When there is a guest minister, make sure there is a hymnal placed in the pulpit. [There is no need to do this any other time, as the pastor brings a hymnal in with him.]
4. **Lights.** Turn lights on about 10:30 A.M. Make sure the Sanctuary doors are unlocked. (The key is in the narthex, inside the case the guest book rests upon, on a hook in the back left corner.)
5. **Boutonniere.** Make sure all ushers wear a boutonniere.
6. **Water in pulpit.** Make sure there is water in the pulpit and organist areas for those persons during the service. (The custodian often times does this, so as the head usher, you will be double-checking this.)
7. **Pew rack cards.** Check the pew racks for an adequate supply of cards and pens. A stock of these supplies can be found in the literature rack in the narthex.

### B. DURING THE SERVICE.

1. **Seat worshipers.** Encourage ushers to not only hand out bulletins, but also seat people, as needed, when the Sanctuary begins to fill. This is particularly important for visitors and persons who arrive after the service begins.
2. **Lock doors.** After the opening worship sequence (Prayer Of Confession, etc.), lock all the doors in the church except the Sanctuary doors. (Doors to be locked: 2 sets of entrance doors to Education Wing along Frederick St. and the door into Fellowship Hall off Lewis St.)
3. **Count attendance.** Count the number of people in attendance. This can be done easiest from the balcony. Turn in the number present to the Church Office after the service. As a back-up, write the attendance on the cover of a bulletin, and place it inside the case on which the guest book rests, in the narthex.
4. **Offering procedure.** The ushers take up the collection downstairs, making sure one goes upstairs to take up the collection in the balcony and put it into one of the collection trays from downstairs, to be carried by the ushers back to the front of the Sanctuary during the Doxology.
  - Watch for prayer concern cards being placed in the offering plates, and sort those out for the minister.
  - After the prayer of Dedication, please take the offering back to the rear of the Sanctuary; the Head Usher will then take the plates into the Church Office. (The pastor no longer takes the offering up to the communion table.)
  - On the last Sunday of each month, the 4¢/meal Hunger Offering is received before the regular offering. The hunger offering is received using wicker baskets. Both offerings are brought forward, along with one of the staple foods offering tubs by the Sanctuary entrance doors. [NOTE: Four youth generally serve as ushers for this Sunday.]
  - *After the offering is collected and blessed, take it to the Church Office, and lock and close the office door.*
5. **Other.** Be alert to offer assistance should anyone become ill or have other needs/problems during the service.

### C. AFTER THE SERVICE.

1. **Police the Sanctuary.** Following the service, have the four regular ushers do a quick check through the pews (including the hymnals) for bulletins, tissues, and other items left behind by worshipers.
2. **Thanks!**
  - a. Thank the ushers for being there.
  - b. Thank you for being a Head Usher!