



Role Description: Ushering

8.30 am Service

You will need to be at the church at least 20 minutes before the Service.

Prior to the Service:

- Check car park gates are unlocked and open.
- Check candles have at least 4cm long and the wick is up for lighting.
- Check windows open or fans/heaters on (depending on the weather).
- Check light above the cross is on.
- Check with Pastor re Paschal candle/special events e.g. baptism etc.
- Delegate offering collectors (4 needed).
- Place bulletins on table and organise who will be handing them out.
- Assist people to seats when necessary.
- Count numbers attending the Service, including children.

If Communion Service:

- Usher worshippers to the altar rails (approx. 8 at a time).

After the service:

- Extinguish candles
- Place offering in the church deposit box stored in the vestry.
- Ensure offering bags are emptied and returned to table for the 10 am Service.
- Record number attending Service on sheet in grey cupboard.
- Hand over to 10 am Service ushers.



Role Description: Ushering

10.00am Service

You will need to be at the church at least 20 minutes before the Service.

Prior to the Service:

- Make contact with usher from the 8.30 am Service for any special instructions.
- Check candles have at least 4cm long and the wick is up for lighting.
- Check windows open or fans/heaters on (depending on the weather).
- Check light above the cross is on.
- Check with Pastor re Paschal candle/special events e.g. baptism etc.
- Delegate offering collectors (4 needed).
- Ensure bulletins are on table and organise who will be handing them out.
- Assist people to seats when necessary.
- Count numbers attending the Service, including children.

If Communion Service:

- Usher worshippers to the altar rails (approx. 8 at a time).

After the Service:

- Extinguish candles.
- Ensure offering bags have been collected by the counters and that the bags are returned to the grey cupboard.
- Record number attending Service on sheet in grey cupboard.
- Pack up foyer table, place leftover bulletins in rack by pigeonholes.
- Turn off heater/fans.
- Collect any rubbish.
- When all have left the church, turn off lights.
- Close windows and check toilet lights are off.
- Lock car park when all cars have left.
- Advise the church office if any supplies are running low.
- If unable to wait until all have left, arrange for another key holder to lock up.

Please note that the church key opens the main church door and car park locks as well as the gate to the school car park.