



INSTRUCTIONS FOR USHERS 2018

First Presbyterian Church, Salina, Kansas



- Please be in the sanctuary and ready to usher 30 minutes before the service. **North and south Sanctuary doors are to remain open throughout the service.**
- Find and wear your name tag (filed alphabetically in the trays on the tables in the narthex). As you greet people attending worship, invite them to find and wear their name tag. If someone does not have a name tag, ask them to sign their name on the pad provided on the name tag table and to make a temporary tag. Some may ask for a hearing device. These are stored on the credenza. The sanctuary also is equipped with a Hearing Loop. Instructions for this are printed in the bulletin.
- If there is to be a candle lighter, have butane lighter (stored in top drawer of the credenza) ready for lighting the candle lighter's wand. Light the wand just before the candle lighter starts down the aisle. If there is no candle lighter, please light the chancel candles any time after 9:45. OPTIONAL: ring the church bell (rope is to the left of north narthex door) at 9:55 for one-two minutes.
- When the organ prelude begins, encourage persons to stop their conversations in the narthex and be seated.
- Narthex lights may be left on during the service. **Leave the north, south and Parlor doors open during the service.**
- After the first hymn, count the number of people in worship (including nursery & parlor) and fill out a sheet from the blue Worship Attendance count book (stored in the credenza).
- See that the offering plates (stored in bottom drawer of credenza) are ready. Ordinarily there are three ushers scheduled each week. Take one offering plate to the balcony prior to worship and ask someone to collect the offering during the offertory and bring it to the narthex. Please check the bulletin to see when the offering is to occur. One or two ushers should take the offering to the chancel and remain at the foot of the stairs until after the congregation has sung the Doxology. The offering plates are then placed on the communion table **except on Communion Sunday. Do not return the offering to the chancel on Communion Sunday (see next paragraph).**
- Following worship on regular Sundays, one usher should go to the front of sanctuary with a bank bag (stored in bottom drawer of credenza in narthex) and place offering in it. The Sunday custodian will meet the usher there and will accompany usher to a secure location to place the bank bag. **On non-communion Sundays, the Sunday custodian will meet the ushers in the narthex and then an usher and custodian will take the bag to a secure location.**
- As the final hymn is sung, walk down the side aisles to the front to prepare for cleanup.
- Following the worship service, please check all of the Act of Friendship pads, including those in the balcony. Remove the filled-out sheets and take them to the church office. Leave the Friendship pads at the end of each pew, ready for the following Sunday. If they are empty, leave open in the pew. A volunteer will refill the pad during the week. Leftover bulletins should be placed in the recycle bin (at bottom of steps leading to middle lobby).
- There is a phone in the Parlor Conference Room, in case of an emergency. To dial 911, first reach an outside line (for dial tone), press 9, or press "line 1, 2, 3." **The church address is 308 South 8th Street.** Provide adequate direction to the dispatcher for entry into the building nearest to the person in distress. Check with the congregation to see if there is a doctor on the premises who would be available for immediate help.

Your service to the church is very important and much appreciated. Thank you!