* **Ushers warmly greet guests.**

The Ushers are the first people that guests interact with. The Usher engages in the first layer of hospitality greeting guests with warmth and hospitality. As such, Ushers tend to be the go-to people where there is a need on Sunday mornings. They help find the answers for the guest if they do not know the answers. They direct folks to where they need to go.

* **Ushers distribute bulletins and ensure candles are lit for worship.**

Ushers should arrive early, (1-2) ready to greet guests at the church door entrance and (1-2) at the sanctuary entrance with bulletins.

If there is an acolyte (special occasions), the Usher lights the starter candle for the acolyte. If there is no acolyte, the Usher makes sure the altar candles are lit before 10:15 AM.

* **Ushers provide safety.**

Ushers close the sanctuary doors after the passing of the peace, to allow those who arrive late and slide in the back to feel welcomed. For security reasons, the Usher should have quick access to a phone. A cell phone set to vibrate is preferable. The Ushers should be aware of any problems or intruders in the church. During the last song sung by the band, open the sanctuary doors. When there is no acolyte, one Usher will snuff out the candles.

* **Ushers collect the offering.**

Collecting offering: Walk toward the front of the church and collect from the front pews working to the back pews. If there are four Ushers, two will work on the left side, two will work on the right side. If there are two Ushers, one will work on the left side, the other will work on the right side. When all offering plates have made their way to the back of the church, combine the offering into one plate, collect the gifts that were placed in the box at the back of the sanctuary.

Wait for the doxology to begin, when it does, two Ushers walk together with the offering plate up to the pastor down the center aisle. Present the gift to the pastor. If folks place a connect card in the offering plate, please hand it to the pastor. Wait until after the blessing to return to your seat.

* **Ushers ensure the sanctuary is clean and the space is prepared for worship.**

After service, the Ushers straighten the racks and pews. Collecting any garbage left behind.

* **Ushers help the pastor out with any needs that arise.**

Chuck Knows Church

<https://www.umcdiscipleship.org/articles/chuck-knows-church-episode-28-usher>