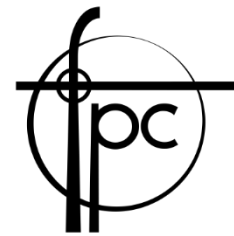


First Presbyterian Church

2701 Rochester Avenue, Iowa City, Iowa
319-351-2660

Leah.bergman@firstpresiowacity.org



Dear Friends:

Thank you for serving as ushers. Please arrive in the narthex no later than 25 minutes before the start of the service (10:05 a.m. for a 10:30 a.m. service). *Get your nametag from the board in the narthex and put it on.* Usher's instructions are listed below. For your reference on Sunday morning, a copy of these instructions will be in the bulletin basket on the repository in the narthex.

Thank you for your willingness to serve.

Sincerely,

Anne Dengler 337-5184

Leah Bergman 541-6043

SUMMARY OF PROCEDURES FOR USHERS (UPDATED May 2022)

As a church host, you are serving God and fulfilling an important function for this worshipping community. You can do much to create a favorable impression on our guests, as well as our members.

ARRIVAL: 25 minutes before the service. If there are any special instructions for the service, they will be given to you at this time by either the Pastor, Leah or Anne Dengler. This is a good time to **put warm water in the pitcher**, as it will be needed at the start of the service.

Once you have put on your nametag, familiarize yourself with the location of the restrooms and the nursery, and be prepared to **direct newcomers**. Take a supply of bulletins, and hand them to each person as they enter the sanctuary. If you notice people with special needs approaching the front doors, please assist them by opening the doors.

As the sanctuary fills, please ask guests and members if they would like **your help in finding a seat**. If so, ask them what section they prefer to be seated in, walk them down the aisle and seat them. If necessary, ask others in the pew to move closer together to create more space. On Sundays when you note that attendance is exceptional, be proactive in seating everyone close together, maximizing space.

For guests and members with disabilities:

- Welcome bags for guests are located on the welcome table. Please offer a bag to newcomers.
- Hearing devices, reading glasses, and large print hymnals are located on the large table in the Narthex
- Large print hymnals are available on the table near the reading glasses.
- Space for wheelchairs and scooters is available by removing one of the chairs in the middle of the sanctuary, in the back two rows, or in the front 5 rows. Please help those in need by removing a chair if needed and helping to get the wheelchair in place.
- If someone needs a rocker and they are occupied, please ask others who may not need them to move.
- Wheelchair – located near the nametag board and under the stairs to the choir.
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Offer the children's worship bags to the **younger children** and ask that following worship used bags be placed in one of the baskets provided on both sides of the narthex. Point out the yellow sheets in the pew racks for their information as well. Also, inform them of nursery facilities and direct them there, if needed.

You are also responsible for **ringing the church bell at 10:15 a.m.** prior to worship, and **a second time at approximately 10:25 as the Pastor walks down the aisle** to begin the service. Ringing instructions are near the bell switches on south the wall in the office copy room.

During the prelude, three of you should carry in the sacramental symbols. If there is a processional (Handbells, choir, etc), the sacramental elements should be carried in front of the processional group.

- 1. Carry the lighter taper and light the Christ candle. After lighting the candle, blow out the flame and leave the taper in its holder next to the candle. ***note: If the taper does not light, it will need to be filled with oil. A bottle of oil can be found in the cupboard next to the tapers. Unscrew the top and fill with oil.**
- 2. Carry the Bible and place it in front of the pulpit so that the Bible is open.**
- 3. Carry the filled water pitcher and pour the water into the font. Place the pitcher on the floor behind the font.**

If you have questions, a worship and arts member will be there to support you or catch Leah as she goes from the choir room to the balcony. Following the first hymn, **close the wooden doors** leading to the sanctuary.

As soon as the congregation is seated, go to the choir loft and **take attendance** of the congregation, including children and all those in the choir loft (choir and others). Ask whoever is running the livestream for the online attendance number. Record the total on the attendance card found in the bulletin basket and put the card in Tammy Foster's mailbox in the church office.

OFFERING PROCEDURE:

- a) Two pairs of ushers walk down the center aisle, each with a collection plate (collection plates are located in the repository). The front pair of ushers separate and walk across the front to the side aisles.
- b) Once collection is completed, the offerings are combined into two plates, if possible, in the narthex.
- c) At the start of the doxology, two ushers bring the full plates forward to the chancel steps. Once the doxology is finished and the prayer of dedication given, carry the plates back down the center aisle.
- d) Someone from Stewardship council will meet you in the narthex and take the offerings to be counted.

Communion Sundays

On those Sundays when Communion is served by Intinction, ushers have an additional responsibility. At the time when the Communion servers walk up to the table to receive the Elements, 2 ushers should walk up the center aisle of the Sanctuary to stand next to the first occupied pew on either side. Once the Servers are in place, each usher begins to invite the congregation row by row to proceed to the front of the Sanctuary to receive Communion. The goal is to maintain a steady flow of the procession so as to avoid long lines as people wait their turn. When the last row of worshippers has been released, the 2 ushers may join the procession to the front to receive their own Communion service.

During the final hymn, open all sanctuary doors. During the last stanza of the final hymn, two of the ushers should proceed to the front of the church, one person will light the taper from the Christ candle, and then extinguish the candle, the other will retrieve the bible. Carry the flame and the Bible out of the sanctuary, walking alongside or in front of the pastor at the end of the service. The taper can be extinguished in the narthex.

After the sanctuary has emptied, **collect any bulletins** left in the pews or in the hymnals and place the paper in **the recycle box**. Return any hymnals to the racks. **Collect the front page of the gathered community pads** and put them in Tammy Schroeder's box in the office. Take **the sacramental symbols back and place them in the repository for next week's ushers.** If lights are still on in sanctuary go to the choir loft and push the bottom button that says off.

THANK YOU.

EMERGENCIES

If the pastor must be contacted for an extreme emergency during the service, an usher should put the message **in writing** and **quietly** walk down the side aisle and hand the message to the pastor.