



Usher – 11:00am Sunday Service

Time Commitment: 90 minutes per Sunday (includes Worship Service) | Serve on rotation basis

The goal is RADICAL HOSPITALITY – it is as if everyone (guest and member alike) is entering into YOUR PERSONAL HOME. Go above and beyond to welcome people because God, in God’s grace, has gone above and beyond to welcome us home. When in doubt, think about the best customer service you have received, and emulate that! Thank you for being a valuable part of the worship experience!

General Description of Volunteer Role:

1. Arrive at 10:20am.
2. Be in **prayer** for the service while you work.
Example: Lord, bless this day and those who will come and worship. Amen.
3. Complete Set-up Tasks.
4. Serve *joyfully* as an Usher while completing set-up, in-service, and follow-up tasks!
(Complete Description Below)

If you are interested in learning more about and/or serving as an 11:00am Sunday Service Usher, please begin with prayer, such as

Lord, guide me in the discernment and investment of my gifts in service to you and your Kingdom through South Shore. Amen.

Then, connect with Pastor Sarah via sarah@southshoreumc.com.



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1. Arrive at 10:20am.
2. Be in **prayer** for the service while you work.
Example: Lord, bless this day and those who will come and worship. Amen.
3. Set-up Tasks:
 - a. Pick up trash or debris left over from earlier service.
 - b. Survey the chair set-up and restraigten, as needed.
 - c. (Upon resumption) Retrieve bulletins from the Welcome Desk.
 - i. Place them on the tables on either side of the double door Worship Center entrance.
 - ii. At the conclusion of the service, recycle any extra bulletins in the bin under the Welcome Desk.
 - d. (Upon resumption) Prepare Attendance Pads
 - i. Ensure that each Attendance Pad has a working pen, attendance sheets, and prayer request sheets.
 - ii. Place an Attendance Pad on the ‘center aisle’ chair of each row.
 - e. (Upon resumption) Retrieve Offering Baskets from the Worship Cabinet in the Kitchen; ushers may
 - i. Keep an offering basket with them at their seat and come forward with it during the offertory prayer **or**
 - ii. Collect an offering basket from the back of the Worship Center before the offertory prayer and come forward with it during the offertory prayer.
 - f. Consult Head Usher/Posted Assignments in Worship Cabinet or Determine who will serve
 - i. Distributing bulletins
 - ii. Seating worshippers, as needed
 - iii. (Upon resumption) Pass offering baskets
 - iv. Present offering during the Offertory Song
 - v. Complete the official attendance count during the Offertory
 - vi. Remit the offering to the Church Office at the conclusion of the worship service
 - vii. Lock the Portico doors at 11:15am.



4. Worship Center Door Usher
 - a. (Upon resumption) Distribute bulletins – one per person/family
 - b. Direct any children to the Worship Mates table to collect materials.
 - c. If completing the service attendance count and/or receiving the service offering, prepare accordingly.

5. Interior Worship Center Usher
 - a. Seat people, as necessary.
 - b. If completing the service attendance count and/or receiving the service offering, prepare accordingly.

6. Usher locking the Portico doors at 11:15am.
 - a. Retrieve the exterior door key from the Welcome Desk.
 - b. Lock the Portico doors, ensuring they are locked by pushing on them from the inside.
 - c. Return the exterior door key to the Welcome Desk.

7. Ask Pastor Sarah for any needs.



Ushers Completing Service Attendance and Offering – 11:00am Sunday Service

Time Commitment: 15 minutes per Sunday following Worship Service | Serve on rotation basis

1. Be in **prayer** for the offering.
Example: Lord, receive these gifts as our humble offering to you and your Kingdom.
2. Usher Completing Attendance Count:
 - a. Retrieve Service Attendance Count Sheet from the Worship Cabinet in the Kitchen.
 - b. During the Offertory, count the people in worship (children, youth, adults, persons in the chancel, persons in the AV/Broadcast Booth, pastor(s), etc).
 - c. Record the count on the slip of paper and place in an offering plate for presentation at the altar.
 - d. At the end of the service, collect and return attendance pads to the Worship Cabinet in the Kitchen.
3. (Upon resumption) Ushers Receiving Offering:
 - a. Offering will be received during the Offertory.
 - b. As the pastor introduces the offering, move to the altar with an offering basket in hand.
 - c. Remain at the altar through the Offertory Prayer, then two ushers will coordinate passing the baskets throughout one section of seating in the Worship Center simultaneously.
 - i. Ushers will take up positions – one on the outer aisle and the other on the inner aisle.
 - ii. Ushers will pass baskets back and forth to congregants moving from front to back in the Worship Center.
 - d. When all the offering has been received, combine everything received in the offering into one basket.
 - e. Then, one usher processes down the center aisle, lifts the offering basket in the air, and then places the offering basket on the altar before being seated.
 - f. At this time, all ushers may be seated.
 - g. At the end of the service, return offering baskets to the Worship Cabinet in the Kitchen.
4. Ushers Completing Service Attendance and Offering Process (**two ushers required for this process**):
 - a. In the Church Office, organize the offering (in neat stacks) by cash, check, offering envelopes (leaving all envelopes sealed/intact), and miscellaneous (including Connection Cards, prayer requests, Salty Service, Egiving, etc).
 - b. Retrieve a mailing envelope from the Office Supply Closet in the Church Office.
 - i. Place everything received in the worship service offering in the envelope; include the service attendance count sheet.
 - ii. On the front write the day's date and service time.
 - c. Seal the envelope, with both ushers signing their names over the envelope seal.
 - d. Place the service offering envelope in the safe drawer and close it completely.
 - e. Reopen the safe drawer to ensure the envelope fell into the safe.
5. Ask Pastor Sarah for any needs.

