

**Beloved Community
Of Episcopal Church of the Intercession
And Redeemer Lutheran
Usher
10:00 am**

Thank you for volunteering to be an Usher for our Worship Services. Listed below are the responsibilities for this position.

- Please arrive and be ready to start ushering 20 minutes before worship is scheduled to start.
- Station yourself at the entrance to the sanctuary to hand out copies of the service bulletin. Give one goldenrod *Next Steps* sheet to each person.
- **** Before the service begins you will need to recruit two kids to pass the water buckets. If no children are available, you may recruit adults to do this.***
- Once the service has begun, please count the number of people attending the service, including the staff and nursery. Record the number on the slip of paper in the bread basket on the small marble-topped table just inside sanctuary doors. Return the slip to the bread basket so that it will go up with the bread at the offertory.
- Right after the Pastor announces the offering, the music will begin. The ushers and kids should begin at that time also. **First, please take the bread and the wine that are on the marble-topped table up to the altar.** Then, begin collecting the offering. The offering plates are located on the marble-topped table as well. Begin the collection in the front of the congregation. Once collected, bring the offering to the altar.
- After the pastor has extended the invitation to communion dismiss the first row from one side then the other to form one line. When it is clear that the next rows will follow on their own you may return to your seat or get in line for communion.

- After services are completed:
 - Pick up bulletins/papers from the chairs and floor and place them back into the white basket.
 - Intercession Counters will count money from offering plates.
 - Empty the Water Justice buckets. Just count bills, note amount of bills on a slip of paper and put together with coins. There's no need to count the coins as they will be counted at the bank. Put all money from the buckets in a Ziplock bag, found in the drawer to the right of the sanctuary doors and put it in locked drawer in office.

- If you are unable to attend the service for which you are scheduled, please contact the office. Patricia will find a replacement for you

Updated September 2018