

Usher Duties

Before Service

- Light the candles on the altar about 15 minutes before church starts. The Paschal candle is lit from Easter through Pentecost, and for baptism and funerals.
- Turn on the lights in the altar area. Light switch is the pastor's room just inside the door.
- Greet people and hand out bulletins. Pastor brings the bulletins. Any mail that came with the bulletins should be placed on the table in the entry.
- Post hymn numbers on the hymn board at the front right of the church.
- On a communion Sunday, place the handrail in the holder at the step in front of the altar. Handrail is in the pastor's room.
- When pastor gives the nod, ring the call to worship bell using the south rope. The bell is rung 7 times.

During Service

- Pass the offering plate and bring back to pastor.
- On a communion Sunday (first two services of the month and special days), usher congregation forward for communion. The altar rail holds about 10 people max. One usher will usher people forward and the other will stand up front to assist anyone who needs help with the step. Again, be sure the handrail has been put in place.
- Ring the bell following the benediction. Use the north rope. Ring 3 times, pause, ring 3 times, pause, ring 3 times for a total of 9 times. This is also known as the **funeral bell** and tolls continuously from the time the casket reaches the nave door until it is outside. The family may ask to have it toll the age of the person—one toll for each year of life.
- Extinguish the candles mid-way through the last hymn. Turn off the lights in the altar area.

After Service

- Usher people out of the church.
- Communion hand-rail should be removed and stored in the pastor's room.
- Straighten the hymnals in the pews. Gather any bulletins left in pews or hymnals.
- Pick up any left-over bulletins. Left over bulletins should be tossed in the garbage in the basement.