**Stone Church of the Brethren** Guidelines for Head Ushers

*Stone Church seeks to be a Christ-centered community where all are spiritually nourished, equipped and empowered to continue the work of Jesus, peacefully, simply, together.* As head usher, you are part of the nourishing, equipping and empowering ministry of Stone Church.

* Arrive 30 minutes before worship (9:30 in the summer, 10:15 throughout the year).
* Nametags are in the sound booth. Make sure you have four total ushers to collect the offering.
* Review the bulletin noting Head Usher involvement and order of worship. If there is an acolyte, confirm the time in the service for lighting the Christ candle and find that person to coordinate lighting tools. Usually there is no acolyte, and you light the candle. Use the lighter in the pulpit, there’s an extra one in the sound booth.
* Check the sanctuary for proper ventilation/temp. Key for thermostats (there are four in sanctuary) is in sound booth. Unless there is a problem with the heating and cooling system, it is not necessary to open windows. The fans may be turned on when the air conditioning is in use. Notify a member of the Property Team with questions or concerns.
* Make sure there are ample bulletins at the organ door. If not, take some from the narthex. Greeters will be stationed at the narthex door to greet people and hand out bulletins.
* Pick up attendance sheet from copy room in office.
* Stand at narthex entrance by 15 minutes before worship. Greet and direct people to bathrooms, nursery, etc.
* Deliver hand-held mic to those wishing to share announcements, and during the time to share joys and concerns. The sound tech will hand you the mic prior to worship. (There is another hand-held mic on the front pew which you do not need to pass.)

* After welcome/announcements, leave the back sanctuary doors open and have a seat near the back of the sanctuary. Watch for latecomers and welcome them and answer questions as needed.
* Take attendance during the *Young People Gathering*. It’s easiest to begin counting starting at the back of one side while the children are moving forward. Count the choir, children, pastoral staff, organist, pianist, nursery, etc… Put that slip on Debbie’s desk after worship.
* Collect the offering (four ushers in this manner – see diagram)
* If Doxology will be sung to close offering time, come forward as the song begins. If we’re not singing the Doxology, brings the plates forward when you’re all finished collecting.
* Following worship, assist a member of the Finance Team in taking the offering plates from the sanctuary to the office and help with the preliminary counting of the offering. This usually takes about 10 minutes.
* Extinguish the worship center candles following worship. Sanctuary lights are to be left on.
* If you are unable to be present on a Sunday when you have agreed to serve, please take the responsibility to find a substitute.
* In the event of an emergency, a first aid kit is available in the sound booth.

In Christ,

The Stone Church Worship Team Revised 6/17