

Responsibilities of Ushers

- Check calendar of assignments. Be sure to arrange a substitute if you are unavailable for the assigned Sunday. Let the Administrative Assistant know of the change by at least the Thursday prior to that Sunday at 12PM, so the bulletin will reflect the correct name for the ushers.
- Attach your OSLC name tag found on the board in the Narthex, so that people can call you by name.
- Greet persons as they gather for worship. For persons you do not know, introduce yourself. You can begin the conversation with: “Welcome, I’m not sure we’ve met before! I’m...” or “Welcome, please remind me of your name. I’m...” We do not want to single people out for visiting, but we want to be sure that they are welcome!
- Invite visitors to sign the guest register on the credenza in the Narthex by leading them to the register.
- If young children are in the family, please show them the pray ground in the narthex. All children are welcome in worship, but the pray ground is there for those parents who need some space. Make sure they know about the worship bags that have activities in them!
- Provide all worshipers a bulletin for the day.
- As soon as the service begins, **Lock the education wing doors!** This will help us keep everyone safe.
- Remain in the Narthex for about 5 minutes after worship begins in order to watch for and care for persons arriving late for worship.
- DO A HEAD COUNT (include children). Write the number on the form provided in the offering plate and once completed, place it in the offering plate.
- As soon as the offertory starts, move to the front of the sanctuary with the offering plates. Coordinate the passing of plates through the congregation. One greeter serves a side of the congregation.
- At the completion of the offertory, one of the greeters will carry the offering to the acolyte. Once you hand off the offering, do not go back up the center, turn and go up one of the side aisles. This will allow the elements for communion to be brought up.
- During Communion, like you did for the offering, please release pews to come up for communion. You start at the front and make your way back. Pay special attention to those that cannot physically come up for communion and when you come up for communion at the end, please let Pastor know if there is anyone that needs communion in the pews.

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- After worship try to facilitate fellowship. Show them the way to the fellowship hall. Help introduce visitors to members of the congregation and invite them to worship with us again.
- Thank you for helping welcome people and showing Christ's hospitality to all those that enter these doors. May God be with you in this time of service.