

CEDAR PARK FIRST UNITED METHODIST CHURCH

USHER RESPONSIBILITIES

PRIOR to the first service:

1. TURN-ON: SANCTUARY LIGHTS
2. TURN-ON: LIGHT ON CROSS
3. CHECK FOR EVEN DISTRIBUTION: HYMNALS, SONG BOOKS, BIBLES, and PENCILS
4. ON COMMUNION SUNDAY: Make sure baskets are at each side of the aisle for communion offering. Two ushers assist in bringing the congregation forward to receive communion.

DURING each service

5. HAND-OUT BULLETINS and GREET THE PEOPLE
6. HELP the ACOLYTES as needed with their robes and lighters
7. Close double doors when service begins. Be on hand at the back of the sanctuary to greet and assist any late comers.
8. COUNT NUMBER ATTENDING: Complete the Attendance Form which is to be placed in the collection plates with the offering.
9. COLLECT OFFERING; BRING PLATES TO PASTOR AT THE START OF THE DOXOLOGY
10. OPEN DOUBLE DOORS DURING LAST HYMN

AFTER each service

11. COLLECT ATTENDANCE SLIP, PRAYER REQUEST CARDS, and REGISTRATION SHEETS AND PROVIDE TO PASTOR OR TURN INTO CHURCH OFFICE (PAR'S DESK).

AFTER the last service

12. TURN-OFF CROSS LIGHT and SANCTUARY LIGHTS; CLOSE sanctuary doors.
13. OTHER DUTIES AS NEEDED

Many Thanks for giving of your time and service!