

St. Andrew's Presbyterian Church Ushers' Information Package

**Please note that there will be only two ushers and there will be two front door greeters.
The greeters will help take up collection but will not count money.**

- Arrive at 10:00 am and put on your nametag located in your family folder at the Welcome Center.
- 'Reserve' the last pew for the Ushers. Attempt to 'Reserve' the next 2 pews for latecomers.
- Stand in the gathering area and greet the incoming congregation after the Main Door Greeters have greeted them. Give each person /couple a bulletin and assist them to their pews.
- Assist any person with location of washrooms, coats racks, hearing devices etc.
- After the first hymn, close the folding doors quietly and sit in the back pews.
- If it is hot, the doors should remain open to improve airflow.
- One of the Main Door Greeters will close the Outside Main Door and stay in the entrance area throughout the service.
- After the sermon and the hymn that follows have been completed, prepare to collect the offering.
- After the Minister announces that the 'Offering will now be received', proceed down the aisles in pairs - 1 pair down each aisle.
- Proceed to collect the offering - 1 pair to start in the Transepts, on either side proceeding down the outside pews of the main body of the church. If you feel that the Offering Plates are getting full, prior to proceeding down the outside pews, exchange the offering plate with an empty one, placing the offering plate on the Communion table (or on the pedestals if the offering table is full with other items) The other pair - proceed down the main central body of the church, allowing the offering plate to be passed along the pew to be received by the person on the opposite side.
- Proceed and meet in the back of the church.
- The offering from the balcony will be collected by the sound person and can be placed into one of the offering plates that the ushers bring to the back of the Sanctuary.
- Wait until the music has stopped and the music for receiving of the Offering has started. Proceed down the aisle – one pair in each aisle. Proceed to the front of the Sanctuary, wait until the music has stopped and the prayer has been said. Place the offering plates on the Communion table. (If the Communion table is in use, place the plates back onto the pedestals.)
- At the end of the service, as the last music is playing, proceed to the front of the church and collect the offering. Proceed to the Boardroom and assist with counting of the Offering.
- Return your nametag to your family folder at the Welcome Center.

*****Familiarize yourself with the fire escape plan
and assist all people to safety in the event of a fire. *****