

Bedford Presbyterian Church

USHER JOB DESCRIPTION

Thank you for serving as an Usher for worship at Bedford Presbyterian Church! Your face is the first that many who come through our doors will see and the hospitality you offer is an essential part of the life of our church. Thank you for serving in this vital role!

Please review the following Usher Job Description:

1. Post Hymn numbers on the rack near the piano 10 minutes before worship or earlier.
2. Greet worshipers and pass out bulletins in the Narthex and at the door closest to the elevator.
3. Count the number of worshipers in the sanctuary and record that number in the notebook at the back of the sanctuary. This counting should take place during the Children's Sermon.
4. Collect the Offering at the appointed time and bring it forward during the singing of the Doxology ("Praise God, from whom all blessings flow. . .") for the Prayer of Dedication.
5. At the end of the service, follow the instructions on the "Offering Collection and Counting Process" sheet. It is also posted in the Collection Room.
6. Extinguish any lit candles on the pulpit area.
7. Clean the sanctuary of any left-over bulletins, straighten the hymnals and Bibles in the pew racks and check to see if anything is on the floor.
8. There will be different procedures for collecting the Offering at Easter and Christmas. See the Elder for Worship and Music or one of the pastors to learn more.