

**USHERING 101**  
**FIRST PRESBYTERIAN CHURCH, NASHVILLE**

**Quote: “You only get one chance to make a first impression.”**

In an effort to clarify what our role is within FPC, Nashville, below is just some basic thoughts on what our duties are with respect to ushering. Ushering is a key mission of our church and is a wonderful service opportunity.

The purpose and function of the Usher’s Ministry is to meet, greet and seat the parishioners, with a loving smile, as they enter the sanctuary. The Usher’s Ministry is an extension of God’s hands to people. The Ministry of Ushering is a personal representation of Jesus Christ who meets people on a person-to-person basis when they first arrive at First Presbyterian Church. Ushers serve as watchmen, servants, disciplinarians and hosts.

**Mission Statement:**

The mission of the Usher’s Ministry is to ensure that the needs and comfort of all God’s people are met at First Presbyterian Church, Nashville.

Psalms 84:10 – “For a day in your courts is better than a thousand. I would rather be a doorkeeper in the house of my God than dwell in the tents of the wickedness.”

**Sunday Mornings:**

- Dress appropriately for the usher’s position. (Men: Suit and Tie)
- Please arrive 30 minutes prior to the beginning of the service.
- Check in with the captain upon arrival. They will assign a location for bulletin handout as well as offertory collection.
- Check to see if there are any special events (baptisms, etc.).
- Distribute friendship pads to the pews (make sure they have sheets).
- Distribute weekly bulletins within sanctuary (all doors).
- Be aware of where to find first aid (Oxygen and AED’s). Information available in the Usher Closet.
- Know where the restrooms are. Printed directions are provided for handout, but consider escorting members/visitors to the restroom.
- Pew clean-up after each service is part of your commitment. Please make sure that the sanctuary is left clean for the next service.
- It is the responsibility of **all ushers**, including the 4 fund counters, to help with the sanctuary clean-up.
- Try and limit the noise in the Narthex prior to each service. (It can get noisy with folks coming in and the choir gathering before each service.)
- Do not allow folks to enter the sanctuary during the processional hymn. Wait until the choir exits before allowing worshipers in the sanctuary. Have an usher stand at each door entrance to ask people to wait for the choir to exit. If you need to close the door that is fine as well. (Notice the little dragons in the bulletin when you can seat.)
- Try and assist worshipers to their seats if you feel they need help.
- Have at least 2 ushers in the Narthex during the service for latecomers, security or in the event of an emergency.

**Captain Responsibilities:**

- Assure that we have a full slate of ushers for each service.
- Communicate with your team well in advance! Secure volunteers for the offertory prayers for each Sunday.
- For 8:30 Captains, please put the fellowship pads out in the pews prior to the service. Conversely, 11:00 Captains should assure the fellowship pads are picked up and stored once again in the Usher Closet after the service.
- Setup attendance sheet prior to service. It's located in a folder in the Usher Closet.
- Assign each usher to a station for the offering. Review with team.
- Reserve seats for baptisms.
- Fill out worship attendance numbers for service after the offering. Please don't forget worshippers in Courtenay Hall and the Church Balcony!
- Assure sanctuary is ready for the next service (clean). This includes trash, communion leftovers, and assuring that the fellowship pads are in order.
- Remember, Deacons are responsible for administering communion in Courtenay Hall and the Church Balcony.
- Assure that the Welcome Center in the Narthex is manned prior to the service. The welcome lanyard and directions for manning that station are located in the upper right drawer of the welcome station.

**Offering:**

- 9 ushers needed (exclusive of the captain): 8 downstairs, 1 balcony.
- All proceed down the aisle(s) in unison.
- At the end of the offering, please wait to proceed to the front for presentation until the pastor stands before proceeding to the altar. He and the organist are on the same page as to the music. Also, walk slowly down the aisle. It is easy to get in a hurry.
- Count worshippers as the offering plate comes to you (only rows that you serve).
- Consolidate offerings into 4 plates in narthex, press wall button to notify organist of the usher readiness, and walk to altar.
- Deliver an offering dedication prayer for the tithes.
- 4 ushers go and count the funds in the downstairs mailroom and deposit. Please close the mailroom door during the count.
- Deposit offering in the downstairs deposit box. Place copy of the \$\$ in Cindy Bozman's mailbox.
- Please assure at least 2 ushers take and deposit the \$\$.
- Only officers may count the money.

**Deacon's Annual Commitment:**

- Each Deacon is asked to serve as an usher for 4 full months each calendar year.
- This commitment is for the 8:30 and 11:00 services. In addition to these services there are other special services that Deacons are expected to serve (Thanksgiving, Christmas, Easter, etc.).
- Each Deacon is asked to serve as an usher for two of the 5:30 services throughout the year.
- Substitute – If you cannot make it, please take ownership of identifying a substitute. Be sure to let your captain know who they can expect to replace you.
- Be willing to help others who need subs. Cheerfully step-up.
- Don't assume that you will be covered.
- BE ON TIME! Critical to the captain in assignments.