

## **GUIDELINES FOR USHERS**

1. One usher should be stationed at the entrance to the sanctuary, the other should be stationed at the “old narthex” by the front door.  
\* The second usher stationed by the front door should also be ready to help people find seats when the pews are getting full.
2. Give a warm “Grace welcome” to all worshippers. Especially be on the lookout for visitors and invite them to sign our guest book.
3. Do not sit down until after the Prayer of the Day is said — be watching for any late-comers.
4. At communion, begin ushering people forward **starting at the rear pew by the old narthex** (front door). Then go to the center section, again starting in the rear. Then go to the third section by the new narthex, again starting in the rear.  
\* Do not forget those sitting in the “overflow area” (they can be ushered prior to the third section).
5. Please review the “Ushers and Greeters Handbook” located on the windowsill in the new narthex.

*Thank you for your willingness to serve in this ministry of hospitality!*