

THE UNITED METHODIST CHURCH OF EAGLE VALLEY

USHERS RESPONSIBILITIES/EAGLE

PREPARATIONS

1. Arrive a half hour early (contact Cindy Walker for access (860-235-5105))
2. Please wear a friendship button or nametag (optional)
3. Locate bulletins for the service, attendance and prayer request sheets found on the ushers table (at entry of sanctuary).

WHEN PEOPLE ARRIVE

1. Greet them at the entrance to the sanctuary
2. Pass out the bulletins and any additional material at the usher table
3. Remind them to wear a Friendship/Nametag Button (optional)

VISITORS -

1. Try to identify visitors to give them a visitor's card
2. Tell them to put the card in the collection plate
3. Offer name tags which are at the usher table

DURING SERVICE

1. Check for children age 8 and older to serve as acolytes. Alter candles
Should be lit during the first hymn and extinguished during the last hymn.
If there are no appropriate children present, ushers will assume this task.
2. Sit on the chairs at the back to welcome and assist latecomers
3. Please count adults and children before children leave. Get a nursery count (upstairs) to add to the count of children. Enter total on the attendance sheet which is on ushers table.
4. Record prayer requests on the sheet provided on the ushers table
5. Be available to receive the offering plates. If you are alone, ask someone to partner as they come in to help you with the offering.

AFTER SERVICE

At the end of the service, be sure to straighten up the pews, replace books, pens, blow out candles, etc.

IF YOU ARE UNABLE

to serve on the scheduled day, please arrange for a replacement. Call or e-mail the office with a change to be noted in the bulletin.

328-6598/office@umcofeaglevalley.org

It is not the responsibility of the office to find a replacement. Office calls are only retrieved Monday, Tuesday and Thursdays 9-5.

Thank you for helping out with the service!