

The Congregational Church of Littleton

Thank you for being willing to share the love of Jesus with visitors to our church by being an usher. This is a very important part of stewardship in our church. As an usher, many times you are among the first representatives of our church that people meet. Your cheerful and friendly attitude can make the difference between whether they feel like strangers, or like friends.

Therefore, please help make the “first impression” even better by:

1. Asking regular parishioners if they'd be okay with sitting up front and in the side front pews (if not reserved for the choir) so that newcomers can sit in the back inconspicuously, and put up folding chairs in the back of the church as required.

2. Standing in back area to greet & seat latecomers for at least 20 minutes into the service.

PRIOR TO THE SERVICE

- Arrive at church by 8:10AM (1st service) or 9:55 (2nd service) for ushering duties (8:40 am for Summer Sunday worship).
- *Please wear your nametags*, or make one using the temporary tags as people tend to better remember a name when they've seen it written.
- Two brass offering plates and hearing devices (in the bottom drawer of the chest on which the phone rests) and worship bulletins (labeled 1st and 2nd service in plastic holders) are in the office machine room.
- Bring offering plates, hearing devices and appropriate bulletins up to the sanctuary and place on back windowsills.
- Unlock main door to Narthex (1st service). The (allen wrench) key is inside the alcove to the right of the bookstand. The key fits the square hole on the right side of the left door.
- Turn on all lights (1st service) using controls located at the rear of the sanctuary on left sidewall.
- Make sure the Guest Book is open and on top of the bookstand to the left of the steps.
- One usher is to ring the bell, 12 pulls each time at both 8:15 and 8:30 or 10:00 and 10:15.
- Extra chairs are stacked in the alcove where the Greeters stand. In the event all pews are filled, chairs may be lined up across the back of the church.
- Extra hymnals are stored in the racks under the pew seats.

DURING THE SERVICE

- Count everyone at worship, including yourselves, children, ministers, choir, organist, balcony. Record this number in the Record book located on the shelf under the bookstand. Please count while the children are in service (first 15 minutes).
- DO NOT seat people during the Invocation, Gloria Patri, Prayers, or Anthem.

TAKING THE OFFERING

- Upon completion of offering sentences by pastor, ushers come forward down the center aisle.
- Move up the center aisle toward the back of the sanctuary passing the plate at each pew.
- Two ushers split and proceed to the front of the side aisles to repeat collection process from the side aisles. One usher should collect from anyone sitting in the balcony.
- DO NOT collect from the choir and organist or the pastors.
- Return to the back of the center aisle (organist will stop playing soon after your return.)
- As the Doxology is sung, both ushers come forward handing the offering to the minister.

AFTER THE SERVICE

- Collect bulletins and papers left in the pews.
- Replace hymnals and Bibles to racks behind and under pews.
- Return ALL bulletins and papers to the office machine room.
- Check to make sure all candles are blown out and ceiling fans are turned off (last service only).
- If you observe something in need of repair, leave a note for the property committee or sexton.
- Turn off all lights in the sanctuary, balcony, and Narthex (last service only).
- Lock main entrance doors by pushing bar down slightly, inserting key, and turning it toward the street. Raise bar to upright position (last service only).

Thank you so much for being willing to perform this important ministry.

If you find you cannot make your commitment date, please find a replacement. If you have questions, please call the church office at 978-486-3245 or email them at office@ccol.org.