

## 39. USHERS DUTIES

A Pastor should appoint a head usher and assistant ushers to ensure the smooth running of the weekly church services. James 2:1-4 describes a church usher who favoured a rich man and discriminated against a poor man. This is what an usher should **not** do. Ushers' duties should be as follows:

- 1) Be given a **key** to open up the church;
- 2) Be at church **at least** 30 minutes before the starting time of the service.
- 3) They should turn on the **lights**, the heaters, the public address system and open windows.
- 4) They should be **dressed neatly** with a collar, tie and coat (unless you're in a very hot land).
- 5) They should give a **songbook, bulletin or visitors card** (and pen) to all who enter.
- 6) They should **smile** and **warmly welcome** everyone by name that enters by saying something like:  
'I'm so happy to see you. How are you today? We hope you enjoy our service'.
- 7) **Introduce new people** or shy people to those you think will befriend them.
- 8) If there are not many seats left, ask, 'May I lead you to a suitable seat?'
- 9) Encourage people to **sit closer to the front** before they fill up the back rows.
- 10) Help people with **babies** to find a suitable seat.
- 11) **Delegate people** to do jobs that need doing, eg: car park attendant, lady to manage babies/crèche.
- 12) Be alert to **minimise any noise** or disturbances and to help people in any need.
- 13) Be alert to **pastor's instructions** to hand out any papers.
- 14) Be alert to come forward to take up the **offering**.
- 15) **Come into the service** and enjoy the singing, preaching, etc.
- 16) **Open songbooks for latecomers** at the song being sung.
- 17) Collect filled-out **visitors cards** off people as they leave the service
- 18) **Count the offering** after the service, or appoint someone to count it, approved by the pastor.  
This may be the deacons or treasurer's job. Have a 4 week roster of 4 x 2 people.
- 19) **Inform the Pastor** of newcomers or of any special need.
- 20) **Allocate good soul-winners** to lead interested newcomers to Christ.
- 21) Look for people without a friend and ensure that **someone is talking with them** at all times.
- 22) **Build and maintain a warm, happy, Godly atmosphere** in the **service**.
- 23) **Return songbooks** to cupboard after the service. Delegate children to collect songbooks off seats.
- 24) **Pick up** any rubbish or papers that are on the floor.
- 25) After everyone has gone home, **close windows** and lock doors.
- 26) Prepare the hall for the evening service.
- 27) **Appoint a person to take your place** if you will be absent any Sunday. Appoint trainee ushers.
- 28) Remind people on **canteen roster** to put out morning tea and clean up after morning tea.
- 29) **Pray** before the service.
- 30) Place a **full glass of drinking water** at the pulpit for the preacher.
- 31) Prepare (or appoint someone to prepare) the **Lord's Supper** when required.
- 32) Only tell a complaint to the person themselves. If you tell another, they'll tell that person.