



INSTRUCTIONS FOR USHERS



First Presbyterian Church, Salina, Kansas

- Please be in the sanctuary and ready to usher 30 minutes before worship. ***North and south Sanctuary doors are to remain open throughout the service.***
- If anyone is in need of a hearing device, they are available on the credenza. The sanctuary is also equipped with a Hearing Loop. Instructions for this are printed in the bulletin.
- When the organ prelude begins, encourage persons to be seated.
- Narthex lights should remain on during the service. ***Leave the north, south and Parlor doors open during the service.***
- After the first hymn, count the number of people in worship (including nursery & parlor) and fill out a sheet from the blue Worship Attendance count book (stored in the credenza).
- Offering: as the Worship Assistant concludes the “Offering Talk” with the words “The ushers will now receive our morning offering. Thank you. Because of you, OUR church changes lives!” please walk, together, down the center aisle to receive the offering plates from the pastor, then pass the plates among the congregation. After the Anthem and during the Doxology please return the offering plates to the pastor. Once the pastor has received the offering plates you may return to the narthex.
- Following worship on Sundays, one usher should go to the front of sanctuary with a bank bag (stored in bottom drawer of credenza in narthex) and place offering in it. The Sunday custodian will meet the usher there and will accompany usher to a secure location to place the bank bag. ***On non-communion Sundays, the Sunday custodian will meet the ushers in the narthex and then an usher and custodian will take the bag to a secure location.***
- As the final hymn is sung, walk down the side aisles to the front to prepare for cleanup.
- Following the worship service, please check all Act of Friendship pads, including those in balcony. Remove the completed sheets and take them to the church office. Leave the Friendship pads at the end of each pew, ready for the following Sunday. If they are empty, leave open in the pew. A volunteer will refill the pad during the week. Leftover bulletins should be placed in the recycle bin (at bottom of steps leading to middle lobby).
- In the event of an emergency, a phone is available in the Parlor Conference Room. To dial 911, first reach an outside line (for dial tone), press 9, or press “line 1, 2, 3.” **The church address is 308 South 8th Street.** Provide adequate direction to the dispatcher for entry into the building nearest to the person in distress. Check with congregation to see if there is a nurse or doctor on the premises who would be available for immediate help. An AED is located on the first floor near the elevator.

Your service to the church is very important and much appreciated. Thank you!