

**Medford United Methodist Church  
Guidelines for Head Ushers**

**Thank you for volunteering to be a Head Usher!  
You play a very important role in our Worship Service Experience!**

**List of the Head Usher Duties**

1. Please arrive 25 minutes before the start of worship.
2. Check that the bulletins are available for the service.
3. Check that the temperature in sanctuary is right. If an adjustment of heat/air is needed, do so. Also, remember to close the double doors to keep cold air in the sanctuary in the summer before and during worship.
4. Check that all lights are on, in the sanctuary and narthex/entrance.
5. Check that the sound system is on. (Only at 8:15 am - Wayne Adams and Mike Polhemus can help)
6. Check that the candlelighters have long enough wicks. (Only at 8:15 am)
7. Check that candle holders, on the altar, have sufficient oil levels for the day. (Only at 8:15 am)
8. Check that there is fresh water in the pulpit/lectern. (Only at 8:15 am)
9. Candle Lighting - We do not have Youth Acolytes, at the present time, so the Head Usher performs the Acolyte duties. Please light the candles as soon as the organist begins the prelude, in the beginning of the Service and extinguish them during the last hymn, at the end of the Service.
10. Check that the offering plates are in place for worship.
11. Check for sun glare during fall and winter. Close the drapes on the back window accordingly.
12. Review your "usher list" before worship to ensure ushers receiving the offering are present. If you choose to use the carnations for the ushers, please return them to the closet after use.
13. Be ready to assist people who request large print bulletins of hymnals, or information about the childcare program and be willing to escort them (or find someone else to escort them.) Offer emergency help to people who might need it.
14. Be ready to assist people who are hearing impaired. Provide them with a listening aid device (in closet) and be sure it works before giving it to them. (If one does not work, be sure to inform the clergy – or Clarence Beverage, if he is present.)

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15. Ensure that people are ushered to seats, by your or someone else, when the Sanctuary looks full. This makes the people feel more comfortable and this is usually only needed at the 11:00 am service, and during Special Events.
16. "Busy Bags" - Notice if families with young children, attending worship, would be interested in a "Busy Bag" to occupy the young child(ren).
17. After the service has begun, please close double doors and assist those who come late to enter at appropriate times.
18. Collect the Prayer Cards during the last verse of the first hymn and place them on the Pastor's Lectern during the "Passing of the Peace" time.
19. Be especially sensitive to persons with handicap conditions. Make sure that you assist with removing of chairs in the back pew to accommodate people who are in wheelchairs. Ask others to move if you need to do so.
20. Do a careful head count of all attendees at the service about 10 minutes into the service. Be sure to include children/infants, choir members, tech room and also count the children in the new FLC Nursery, as well (9:30am and 11:00am services).
21. After the service, collect the attendance sheets from the pads and place them on the secretary's desk, in the office. Also, straighten the hymnals and remove any trash and bulletins, left behind. **(New - We are asking that the regular ushers assist you with these tasks, to speed up the process.)**  
Also, please take the wooden "bulletin box" to the office, as well.
22. Communion Sundays – 1<sup>st</sup> Sunday of the month  
Head Usher - ask one of your regular ushers to assist you with the Communion Service – in "guiding the pews." Make sure you ask someone, sitting in the back of the church to notice if someone needs assistance, since you are no longer there.
23. "The Offering" – After you collect the offering, have one of the ushers go with you to put the money in the safe, in one of the cloth bags with a note of the time of the service. There must be 2 persons with the monies at all times. Do not lock the safe unless you are instructed to do so.

**Thank you for volunteering to be a Head Usher – YOU make a difference!!**