

**Job Description**  
**St. Stephen's Sunday Morning Ushers**  
**8AM & 10AM Eucharists**

Arrive no later than 15 minutes prior to start of service.

Be prepared to distribute and explain use of Hearing Impaired devices.

Direct parents with children to the Nursery and / or Sunday School rooms, if interested.

Recruit people for Food Basket, Bread and Wine, and Offering plates.

Arrange for Bread, Wine and Water to be brought to the altar before offering collection.

Arrange for monetary offering and food basket to be brought to the altar.

No food or drink is allowed in the sanctuary during church services.

**For 8:00 AM service only:**

- +Ushers also function as Greeters and hand out bulletins when needed.
- +If for any reason the Sexton is not present, be sure the clergy turns on the sound system.
- +Take attendance and record on attendance form during the sermon
- +After the service, the Sexton will remove the monetary collection from the altar and the Usher and the Sexton will count and record any loose cash. (Do not open offering envelopes). The collection is then placed in one of the green Berkshire Bank bags. After service, bulletins should be removed from pews and books organized in racks.

**For 10:00 AM service only:**

- +Check to see that a CD is in the CD Recorder and activate the recorder at the start of the Prelude, which usually begins about 5 minutes before the start of the service.
- +Take attendance and record on attendance form during the sermon
- +Acolytes function as communion ushers.
- +After the service, the Sexton will remove the monetary collection from the altar and bring to the back office. The Usher works with the Sexton and/or the Vestry member on duty to count and record loose cash and coin from the collection. (Do not open offering envelopes). The collection is then placed in one of the green Berkshire Bank bags and locked. The collection will be secured by the Sexton for safe keeping. After the service, bulletins should be removed from pews and books organized in racks.