

## **Foundations of Community Ushers**

Ushers work with the Deacon in charge of the service to make sure the service runs smoothly. They welcome people at the doors as they enter, help people find seats if needed, and help pass the collection plate during the service. Three ushers are needed every Sunday.

As a Sunday morning usher, you will:

- Arrive at 9:30 am to put insert(s) into the Order of Worship. This task is usually done at the round table in Helverson Parlor.
- Assist the Deacon with other tasks as requested. This might include putting out children's boxes or re-stocking Community Guides and visitor cards in the pews.
- Between 10:00 am - 10:30 am hand out Orders of Worship at the Church Street and Massachusetts Avenue entrances.
- Be alert for any visitors who may need help with accessibility issues.
- Collect money during the offering.
- With the Deacon, one usher will take the offering to the office, count cash and prepare a bank deposit. Stamp checks and prepare an envelope for the Office Coordinator.

**If you are interested in greeting on Sunday morning, please check our [Volunteer Schedule](#) or email office @fpcambridge.org.**