

USHERS

The Ushers assist members of the congregation in worshipping during the service.

* indicates a duty the Ushers will do if an Acolyte is not available

BEFORE THE SERVICE:

1. Arrive at the church at least one half hour prior to the beginning of the service.
2. If it has snowed or is icy, shovel the sidewalk and/or sprinkle salt melt.
3. Put on your name tag.
4. Familiarize yourself with the location of the AED (just inside sanctuary), the First Aid Kit (in the kitchen) and any other items that may be needed in an emergency.
5. Turn on the lights in the narthex and the sanctuary.
6. Turn on and adjust the Public Address sound system in the Sound Room.
 - a. Turn the main power switch on (flip middle red switch so marked down). A red light will come on.
 - b. Adjust the volume levels to their marked positions for all 6 microphones.
7. If it's warm in the sanctuary, open the windows and turn on any floor fans.
- *8. Light the two candles on each side of the altar using the taper found in the usher cupboard.
9. Check the sanctuary for neatness, clean and straighten as necessary.
10. If there is a baptism:
 - a. Place warm water in the baptismal font with the bucket in the usher cupboard.
 - b. Place the RESERVED clips from cupboard on the left front rows as needed for the family.
- *11. Place the offering baskets and, if it is the 1st Sunday of the month when we take the ELCA World Hunger offering, the globe baskets on the altar.
12. Find the bulletins and/or special worship folders in the usher cupboard to hand out.
13. Open all doors to the sanctuary and remain there to...
14. Hand out bulletins/worship folders.

WHEN THE SINGING STARTS (about 10 minutes before the service):

1. Close 1 set of the sanctuary's double doors (to keep noise levels from the Narthex out of the Sanctuary).
2. 1 usher should remain at the open set of doors to continue handing out bulletins.
3. 1 usher should remain inside the sanctuary to direct people to open seats. If worship is full, know where empty seats are to direct worshipers to available seats. Be prepared to set up overflow seating as needed in the narthex by opening both sets of double doors and setting up folding chairs.
4. If there is no overflow seating, close the sanctuary doors when Pastor greets the congregation.
5. Listen for feedback and adjust the individual sound levels as needed for Pastor's mic, the handheld mic, and for readers at the pulpit. Turn down any mics that aren't being used during the service.
6. Count the attendance and record it in the log book in the usher cupboard.
7. Sit in the back of the sanctuary to worship, but be prepared to assist late comers.
8. Be prepared to assist people during the worship service if a need arises.

OFFERING:

Receive the offering baskets from the Pastor or Acolyte at the appropriate time in the service.

- a. 2 ushers come up the center aisle and pass a basket to each side.
- b. 2 Greeters come up the side aisles to pass baskets across the side aisle and to the next row.
- c. When the offering is all collected, the 2 Greeters will hand their baskets to the 2 ushers and take their seats. The 2 ushers will wait at the back of the center aisle for the Offertory Song.
- d. 2 ushers will bring the offering forward as the congregation sings the Offertory Song.

COMMUNION:

Invite worshipers to communion row by row.

- a. The communion servers and Pastor commune first.
- b. As the servers finish their communion, go up the center aisle to the first pew and invite worshipers to the altar for communion.

- c. Commune last.
- d. Let communion servers know if there is somebody who was not able to go up to commune, so they can go back and serve them.

AS THE SERVICE ENDS:

1. Open all of the sanctuary doors during the (last) sending song.
2. After the singing and Dismissal, turn off the PA system in the workroom with the main red switch.
3. Collect the bulletins or special worship folders as the worshipers leave.
 - a. Separate and organize bulletins/worship folders to be re-used.
 - b. Place the bulletins/worship folders to be used for future services in the usher cupboard.
 - c. Place any bulletins or paper that will not be used again in the recycling bin.
- *4. Extinguish the altar candles using the taper.
5. Straighten the sanctuary as necessary.
 - a. Pick up discarded bulletins/worship folders to re-use or recycle.
 - b. Return hymnals to their proper spot.
 - c. If there was a baptism, remove the water from the baptismal font.
 - d. If there was a baptism, return the 'reserve' clips to usher cupboard.
 - e. If this is the last service of the day, shut off any floor fans and close the windows.
6. If there has been baptism, empty the water into the pitcher that was used to fill it. There is a hose at bottom of baptismal font.
7. Turn off the lights in the sanctuary.
8. Close the sanctuary doors.
9. Please check all areas of the church for lights. Turn them off. Lock the doors by the Sunday School Commons and the front door. (If there are people counting the offering, let them know that you have locked and they just need to close doors as they leave.

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THANK YOU FOR MINISTERING TO OTHERS!

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