

# Lead Usher Instructions

**Sunday** \_\_\_\_\_ Communion Sunday (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

Thank you so much for agreeing to be lead ushers. The main task of an usher is to welcome – with a warm smile and friendly greeting – everyone to worship, especially our visitors. The other primary task is to anticipate people's needs and help them meet them. Do they look lost? Searching for something? Have a physical concern? Please convey and stress these duties to all the ushers.

## Organizational Responsibilities

- ◆ If you have a problem with your assigned Sunday, please contact the Worship Committee Member who contacted you.
- ◆ Usher materials (bulletins, offering plates, offering depository bags, large print bulletins and bibles, listening assistance devices, acolyte lighters, wee folks bags, and pew reserved signs) are located in the usher's closet on the left side of the sanctuary (just inside far left doors to the sanctuary).
- ◆ Ushers must light altar candles whenever acolytes are not available (check schedule on inside door of usher's closet). See Acolyte Information for Ushers (next page) for further info.
- ◆ Make sure bulletin holder racks are filled near the steps to the balcony. If there are small children present direct them to the "Wee Folks" bags (in a basket on the floor). Large print bulletins, large print Bibles & listening assistance devices are also available (place on Narthex table).
- ◆ On the first Sunday of the month, children (Preschool through 5<sup>th</sup> grade) go to Junior Worship in room 114 BEFORE WORSHIP BEGINS. 6<sup>th</sup> & 7<sup>th</sup> graders stay in church.
- ◆ Please note: if your Sunday is a communion Sunday, a member of the Worship Committee prepares Communion. Ushers will serve communion. Ushers serving communion must be **High School age or above**. Communion trays for the balcony are placed on the windowsills in the balcony prior to service. See Communion (following page) for further instructions.

## Scheduling Ushers

- ◆ 9:30 a.m. Service: Contact and schedule 6 people (you can be one of the 6) for the main floor service. The 2 persons needed for the balcony can be asked on Sunday morning from those sitting in the balcony or you may schedule them ahead of time (total of 8 required). Of the 6 people scheduled for the main floor, assign 2 to serve as greeters (no bulletins) by the office doors entrance, 2 for the sanctuary center doors and 1 for each of the 2 side doors.
- ◆ No ushers are required for the 8:30 service.

## Attendance Recording

- ◆ Lead ushers should count the adults on the main floor (including choir members) and those in the balcony. **Do not count the children.** Record the totals in the usher's book located in the ushers' closet.

## Offering Collection

- ◆ Main Floor: Six ushers will receive the offering in the sanctuary. Anticipate the offertory call and position yourself with offering plate in hand. Two people are needed in the center aisle, one person in each of the 2 side aisles, and one in each of the 2 wall aisles. Proceed to the front of the church and pass the plates. The ushers in the side aisles will need to pass in both directions to the pews on either side of them. Ushers finishing before the rest should begin passing plates in the last rows to speed the process. The Choir will do their own collection. an offering plate will be kept under the choir directors chair. An usher on the choir side should pick up the plate

from the choir. Place all money in one or two (if needed) offering plates. Two ushers will take the offering to the chancel steps at the start of the Doxology and hand to the Minister and Liturgist. Turning to face the congregation, one usher invites the congregation to join him/her in the Prayer of Dedication. After the prayer, return to the back of the church by way of the center aisle.

- ◆ **Balcony:** Two people are needed to collect offering in the balcony. Prescheduled ushers or someone already seated in the balcony may be asked to do this. Make sure there are plates in the balcony to use for collection (normally located on back window sill). Give the plates to the main floor ushers for delivery to the altar.
- ◆ **After Service:** One usher be sure to get the offering to the counters in the office after the service. One of the counters may take care of this, but be sure not to leave money on the altar. If the counters are not in the office, please put the offering in an offering depository bag (found in Usher's closet) and place in Night Depository Drop Box next to the office.

## **Communion**

- ◆ **Communion Procedure –Main Floor:** Six ushers will proceed down the center aisle to the chancel steps. The cue to begin is “minister to you in His name...” The Minister and Liturgist will hand communion plates with bread to ushers. Serve communion as per offering procedure above. Upon completion return to the front as a group, do not wait for a cue from the Minister. The Minister will serve the ushers after he takes the plate. Repeat procedure with the wine. A choir member will serve the choir and organist. Do not pass over children as some take communion.
- ◆ **Communion Procedure–Balcony:** Two people are needed. Ask two people (if not prescheduled) to serve the balcony. The Worship Committee will place Communion supplies in the balcony (normally located on back window sill). Balcony servers need not leave the balcony and should take their own communion there.

## **Clean Up**

- ◆ When the service is over, remove all bulletins, inserts, litter, and communion cups left in the hymnal racks, pews, and floor. All attendance folders (red or black tablets) should be on each pew along the center aisle (Sheets in attendance folders will be picked up by the office). Any folding chairs used during the service should be returned to storage. Replace Bibles and hymnals in their racks and extinguish all candles. Put offering plates, acolyte candle lighters, wee folks bags, and listening assistance devices (insure they are turned off) away in usher's closet. Turn off the sanctuary lights if not in use after the service. Take used and unused bulletins to the office for recycling.

## **Safety Issues**

- ◆ There is a first aid kit in the usher's closet.
- ◆ The closest telephone is located in the hallway outside the office door. To get an outside line push the button marked main. Then dial 911.
- ◆ An AED (defibrillator) is located on the wall by the phone near the office door.
- ◆ Be aware of the location of fire extinguishers. The closest ones to the sanctuary are on the north walls of the Narthex and Parlor. There is also one near the office entrance doors.
- ◆ If the fire alarm sounds, ushers direct people to go quickly outside using the closest door and away from the building. Children will be escorted outside from Sunday School and the Nursery. They can be met outside the building near the labyrinth.

## **Acolyte Information for Ushers**

At the 9:30 service there should be acolytes Labor Day through Memorial Day weekends. During the summer ushers may choose acolytes or light candles themselves. Please check the acolyte lighters when you arrive so you

know they are ready to go. The schedule is on the backside of the Ushers' closet door. The children may need assistance in knowing what to do. Have them practice if necessary. They walk up with the lighter upright so as not to drip, light the candles and pull down the wick. When the kids bring the acolyte candle lighter back to you. Please push the wick back UP- Leave the wick to cool OUTSIDE the lighter. If it's left inside the lighter, it melts and causes a jam. Please check after the service to make sure the wick is back down with a little sticking out of the top. Pushing the wick up and down and back up a little will help make sure it is ready to go for the next week. Store in the Ushers' closet. If there is a problem or you need a new wick, contact Charlotte Surta or Sue Peterson.

**Revised 5/1/12**