

Ministry: Usher

*Sunday Indoor & Wednesday Services

When you serve as an usher, you set the stage for the worship experience. You are literally part of the continuing story of God's redemption. Your spiritual readiness and act of service play an important role in the life-change that takes place that day. **THANK YOU FOR YOUR USHERING SERVICE AT FIRST LUTHERAN CHURCH!**

Here's all you need to succeed ...

- **Arrive 15 minutes early** - As churchgoers arrive, the ushers will act as doorkeepers, greeting each person with a smile, shaking hands, and handing out bulletins. They are also available to answer visitors' questions and extend extra help in seating those who need assistance. Assist latecomers in finding a seat. Please help assist individuals with walkers or wheelchairs. There is handicap seating in the front pews or chairs, and or in the back (please ask where they are more comfortable sitting). Help place walkers conveniently for them as needed.

BEFORE worship

- **Nametag** - help worshippers get to know you by wearing a nametag. (Usher name tags located in the cabinet. Feel free to cut the word usher off the red nametag and slide it in the bottom of your normal name tag if you would like 😊)
- check bulletin for **special worship needs** and ask Pastor's for clarification if needed.
- If there is a **Baptism**, put baptismal font in center/front of church. Reserve front rows for baptismal family **if needed (ask Pastor)**
- **Library TV** – turn TV on, turn source/input to TV station so it can view the service, turn the sanctuary volume on by the light switch by the door.
- **Bulletins** - distribute them with a cheerful greeting to worshippers as they arrive.
 - **Place a small stack on stand by the entrance to sanctuary by the elevator.**
 - Large print bulletins are available
- **Seating** - help worshipers find seating if pews are full
- **Wheelchairs/walkers:** assist those who need help finding appropriate seating. Ask if they would like to be upfront and remove chairs as needed to fit their wheelchair or walker. If they would like to sit in pew or the back please assist as needed to make them feel comfortable and welcomed.
- **Light Candles** - use candle lighter (located up on the wall in the Narthex across from the cabinet) to light candles on altar during the Prelude music before service starts.
 - TIP: to extinguish candle lighter, slide wick down into tube and then back out immediately so hot wax does not fuse in tube.
 - Baptism & Special Service:** Light the tall Paschal (Christ) Candle.

DURING worship

- **Offering** - Ushers will come up the middle aisle & pass the plate down the pew and the last person sitting in the pew will hand it to the person behind them. Face forward when passing plates from row to row. When directed by pastor, two ushers take plates forward, place them on the altar, step back away from the altar and turn in toward one another as you turn to leave. If there are Prayer Requests in the offering plate, hand them to the Pastor.
- **Head count** - count all worshippers including choir/musicians and record number on “Attendance” slip (you will find an “Attendance” slip attached to bulletins).
TIP: count from the balcony during the reading of the lesson
- **Communion** –
 - Help direct congregation to Holy Communion
 - Let pastors know if someone is unable to come forward and needs to be served at their seat
 - **If choir is present**, ushers will invite choir first to come for Holy Communion.
- **Extinguish candles** – as soon as the closing hymn starts.
TIP: Do not apply pressure on candle wick, just eliminate the air getting to it.

AFTER worship

- **Greet** the congregation as they leave & provide assistance as needed, especially if walker assistance is needed
- **Tidy up** - pick up anything left in pews and inform pastors of any special needs.
- **Offering** – 2 ushers together, empty collection plates into zippered money bags (these are in cupboard on back side of altar). Place zippered money bags in gold mail box slot next to drinking fountain outside the office door.

Large Service (like Easter & Christmas) there will be more ushers, and special arrangements for guiding congregation for Holy Communion, candle lighting, etc. (e.g., allow balcony and choir to commune first, going to front of church, while splitting the sanctuary front and back to receive in Communion at the chancel and narthex stations.)

Emergency Procedures: If an **emergency call 911**. The **AED** is located by Snack Station on Wall entering the Dining room. **Fire Extinguisher** are located: 1 in Narthex by left side sanctuary doors, 1 in the chapel, 1 by the exit door by Multi-purpose room. Notify Pastor & Take the lead in getting people to safety in an orderly manner.

WHO ARE THE KEY ORGANIZERS / LEADERSHIP / CONTACT PERSON:

- Contact the office

Ministry: USHER **Sunday Outdoor** Service

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Here's all you need to succeed ...

- **Arrive 15 minutes early** - As churchgoers arrive, the ushers will act as doorkeepers, greeting each person with a smile, shaking hands, and handing out bulletins. They are also available to answer visitors' questions and extend extra help in seating those who need assistance. Assist latecomers in finding a seat.

BEFORE worship

- **Supply Cart** - bring the cart from the office to the area outside in front of the flower garden by the stairs. This cart will contain bulletins, supplies for offering, nametags, baptism articles as needed, pens, pencils, etc.
- **Nametag** - help worshippers get to know you by wearing a nametag!
- **Altar Flowers**: Put the wooden boxes on the balcony and put the altar flowers in the boxes. (Wooden boxes are located in the closet by the balcony door and the music room.)
- **Orange Cones**: place cones across the Bell Bank drive-thru sidewalk (to prevent cars from driving through)
- **Chairs**: Pull chairs from garage (Keypad code 5656 or Key in office) Place chairs from one cart on lower part of bank drive through. Attach safety chains to railing and block wheels with wood blocks on chair carts.
- **Seating** - help worshipers find folding chairs if they did not bring their own chair.
- **Bulletins** - distribute them with a cheerful greeting to worshippers as they arrive. Ushers are also the greeters at this service! Locate throughout the congregation as follows:
 - 2 ushers on the west, parking lot side;
 - 1 on the east, Lake Avenue side;
 - 1 in the area of the bank drive-through.

DURING worship

- **Offering** – take a few offering envelopes in hand and travel from row to row with the long-handled butterfly nets to receive the offering. Two ushers together, empty collection nets into zippered money bags (these are on the supply cart). Place zippered money bags in gold drop box slot inside the building between the bulletin board and the drinking fountains outside the office door.
- **Head count** - count all worshippers including musicians and record the number on the "Attendance" slip (you will find an "Attendance" slip attached to bulletins).
- **Communion** - ushers do not direct communicants at the outdoor worship service.

AFTER worship

- **Tidy up** - pick up anything left in the worship area & make sure garage door is shut.

WHO ARE THE KEY ORGANIZERS / LEADERSHIP / CONTACT PERSON:

- Contact office