

Lutheran Church of the Resurrection
Usher Instructions for Contemporary Worship Service

Following is a basic check list of usher responsibilities during Contemporary Worship Services (CWS) in the Faith Center. You will want to review them prior to each service you are scheduled for.

GENERAL CONSIDERATIONS:

- Ushers are ministers of hospitality.
- Ushers affect the quality and spirit of each service.
- Ushers serve with quiet efficiency.
- You can expect an experienced usher to be working with you.
- Two ushers are usually sufficient for the CWS; husband/wife combos work well.

SETUP INSTRUCTIONS:

Normally the room will be setup before the Ushers arrive for the Contemporary Worship Service, but the Ushers should be aware of how it should be configured and be prepared to adjust the setup or expand in case of larger crowds. The setup diagram is reproduced below for information.

BEFORE SERVICE:

1. Arrive 30 minutes before the Contemporary Worship Service begins. Wear a special usher nametag or an Usher badge above the LCR nametag.
2. A staff member will have all of the outside doors unlocked, however inner doors to the main quad may be locked - these should be unlocked.
3. The Lead usher will instruct the other Ushers on their duties.
4. First thing, move the CWS Altar from the closet in the Music Room to the stage quad. The Altar contains all of the CWS supplies (under the Altar, accessed from the rear). It is heavy - it may take two people to move.
5. Move the Baptismal Font from the setup room to the entrance quad (the setup people may have already moved the stand in place). Get the bowl and drape from the Altar, fill the bowl, and place in the Font.
6. Confirm the setup of Altar, chairs, guest tables, risers behind the Altar, and welcome table per the diagram in Attachment 2. Note: the chairs and tables are normally setup by the janitorial staff but should be checked against the diagram on the bulletin board in the kitchen.
7. The welcome table should contain:
 - a. Upright plastic display cases containing weekly announcements, monthly calendar and children coloring/activity sheets.
 - b. Basket of mini-packs of crayons for children; a few pencils for adults.

- c. Other occasional handouts lying on table.
 - d. Two offering plates.
 - e. Visitor welcome packets.
 - f. Giving envelopes.
 - g. "I Give Electronically" cards.
8. Thermostats are preset and locked. Lighting is controlled by the audio operator.
 9. Check with audio-visual personnel to offer assistance and to determine if there is anything unusual about the service.
 10. Distribute the Red Sign-In books; making certain the tables each have a book, then the rows in the rear and with the least priority, the rows in the front.
 11. Distribute the "toy trays" holding fidget busters for the children to play with. They are kept stacked up on the movable altar in the closet of the music room. Distribute one on each of the round tables. There are fewer trays than there are tables.
 12. All ushers will be inside to assist worshipers with seating or materials and to direct to rest rooms or nursery.

DURING SERVICE:

1. Start greeting people beginning when the first worshipers arrive, about 9:20, and continuing to 9:45 am. – a 'good morning' or a 'welcome' but occasionally there will be something to hand to guests. Parents should become accustomed to picking up supplies for their children. Should someone look 'lost' offer advice on seating, etc.
2. Close the Faith Center doors after singing of the first hymn to block the noise from the fellowship of the early service worshipers.
3. Count congregation (including Contemporary Worship Band, and Pastor) during special music or announcements. Record the count on the 4 x 5 yellow form located in the usher badge tray. Children in the nursery are counted by a staff member.
4. Observe congregation for special needs--Coloring sheets, weekly announcements, envelopes, pencil, Bible, etc.
4. Do not seat late arrivals during prayers or reading of the scriptures. It is least disturbing to seat them during musical selections. One usher should remain outside the doors during prayers and reading of the scriptures.
5. When the offering is taken, each usher will take an offering plate from the welcome table and proceed to the front of each aisle.
7. Face the Altar while taking the collection.
8. The lead usher goes to the Altar to return the collection plates to the pastor when signaled by the Pastor.
9. See below for other special instructions for communion.
10. Open inside doors during the singing of the closing hymn.

COMMUNION:

1. When instructed by the Pastor, the congregation forms a circle around the worship area. The ushers and any other worship assistants will join the congregation in the circle.
2. The Pastor and the communion assistants will progress around the circle each direction beginning at the Altar, administering communion until they meet in the back.
3. Gluten-Free wafers and wine are located on the Altar.
4. The ushers will advise the pastor if anyone needs Communion in their seat. (Ask special needs people early in the service if they wish Communion in their chair). The pastor and his assistant will administer communion to those still in their seats and the other communion assistants will proceed to the altar and return the bread and wine.
5. After communion, all worshipers will return to their seats for the benediction and dismissal.

AFTER SERVICE:

1. One usher (preferably accompanied by another usher or congregation member) places the offering from the service in the zippered bank bag from the Altar in the office safe.
2. Remove first sheet from every red sign-in book; note the date and service time. Place the sheets and the count sheet on the receptionist's desk.
3. Return all supplies, including the red sign-in books, to the CWS Altar.
4. Stack the "toy trays" up and place them back on the altar, to go back in the closet.
5. Empty the Baptismal bowl and return the bowl and drape to the Altar.
6. Return the Altar to the closet in the back of the Music Room.
7. Unplug the coffee service.

THANK YOU VERY MUCH FOR THE VALUABLE ASSISTANCE YOU PROVIDE TO MEMBERS AND GUESTS THROUGH YOUR SERVICE.

Any questions, contact Earl Cole at 782-7875.



