

Lutheran Church of the Resurrection
Usher Instructions for Sanctuary Services

Following is a basic check list of usher responsibilities during services in the Sanctuary. You will want to review them prior to each service you are scheduled for. A copy is posted on the inside of the Cherub room door and in the three ring notebook on the shelf in the Narthex.

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.
The lead usher/center isle is the first name listed in the bulletin.

BEFORE SERVICE:

1. Arrive 30 minutes before the early service begins; 20 minutes before the 11:00 service. Wear a special Usher nametag or an Usher badge above the LCR nametag.
2. A staff member will have all of the doors unlocked. The Allen key to open the panic hardware on the inside of the doors, along with a master key, is kept in the sound control room on the west side of the Narthex.
3. The Lead usher will instruct the other Ushers on their duties.
4. Thermostats are preset and locked.
5. Check to see that the offering plates, normally two, are on the Altar. If two plates are to be used for the offering, also place one of the small plates on the chair to the right of the first row of the choir if the choir is singing at that service. If four offering plates are to be used for the offering, stack the two smaller ones on top of the larger ones. Offering plates are stored in the Credence Table or in the Altar. Offering plates should be moved to the corner of the Altar nearest the choir before the service.
6. Have bulletins available in the Narthex (They may be in the office copy room, back shelf.) Offer weekly bulletin announcements and/or any additional handouts provided.
7. Offer Children's coloring books – on back shelf.
8. Confirm that the "I Give Electronically" cards are in the holder on the left shelf in the Narthex.
9. Place a bulletin on the acolyte chair, cross bearer chair, organ bench, and pastor's chair.
10. Open outside doors if weather permits.
11. Open sanctuary doors.
12. Check pews for proper organization of envelopes, books and pencils, etc.

13. Turn on all Sanctuary lights. Light switches are on the wall to the right as you enter the control room.
14. Check to make sure the microphone on the control room wall near the large window is in the "on" (green) position. Otherwise, the ushers should not have to adjust the sound system unless asked to do so by the sound technician.
15. Check the candle lighter in the Acolyte closet.
 - Check and fill the oil reservoir on the lighter at the first service on the first and third Sunday of the month (fill to the bottom of the threads). There is oil in the cabinet, top shelf.
 - Assist the acolyte in lighting the lighter no sooner than the ringing of the bell or the pastor beginning of the confession of sins at the font.
 - The wick should have no more than 1/8-1/4 inch showing (per the supplier.) If the wick needs readjusting do not do it yourself, please inform Lorraine Wells, Josie Freiberg or Dave Freiberg.
 - There is additional oil in the sacristy cabinets above the sink.
16. One usher will be inside to assist with seating worshipers. Assist with walkers, wheelchairs, service dogs, etc., and determine if any worshiper needs to have communion in the pews during this time.
17. Two ushers greet worshipers and hand out bulletins in the Narthex.
18. Have a hearing assistance device ready if requested. They are located in a basket on the left side of the control room shelf. Insure that the batteries are fully charged. Place used batteries in the charger to replace those used. (A new system should be installed soon so these instructions may change.)
19. Communion is served by intinction at every service unless noted.
20. Ask people to move toward the center aisle when you need more seating.

DURING SERVICE:

1. Close outside and Sanctuary doors during singing of the first hymn.
2. Count congregation (including choir, accompanist, and pastor) during the choir singing or special music. Record the count on the 4 x 5 yellow form located in the usher badge tray. A staff member will count the nursery.
3. Observe congregation for special needs--bulletin, 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 in the Narthex until the sermon begins.
5. Assist at the doors for kids/people going out during the service. The doors slam hard if not closed slowly by an usher.
6. When the offering is taken, the usher at the center aisle approaches the Altar to receive the collection plates from the acolyte or pastor. The other ushers go to the front row of their assigned side aisles.
7. Face the Altar while taking the collection.
8. The lead usher goes to the Altar (communion) rail to return the collection plates at the end of the offertory music, preferably during singing of the offering hymn, or when the Pastor or Acolyte is standing to receive the collection.
9. See below for other special instructions for communion.
10. Open inside doors during the singing of the closing hymn.

COMMUNION:

1. Details for moving the congregation members into place to receive Communion are shown in Attachment 1. These plans are also posted in the Cherub room.
2. The choir will proceed up the outer aisles and will take communion first.
3. The lead usher will follow the shortest of the choir lines down the center aisle and be prepared to direct people out of the pews when the choir has passed. The ushers in the outer aisles will remain at the rear until time to direct people from the outer pews, and will assist if someone needs help with wheelchair, walker, etc. Ushers on the outer aisles may face the rear of the sanctuary when escorting people from the pews.
4. As people are ushered out of their pews for Communion, always direct the center pews and the back rows down the middle aisle. The outer pews should always go to the rear of the outer aisle, across the back and down the middle aisle. All will return via the outer aisles.
5. Have 8-10 people on each side of the center aisle ready to move forward.
6. The ushers will take communion last and lead the Pastor and Communion Assistants to those needing Communion in the pew. (Ask special needs people early in the service if they wish Communion in the pew). The ushers will return to the rear via the outer aisles.

AFTER SERVICE:

1. One usher (preferably accompanied by another usher or congregation member) places the offering from the service in the zippered bank bag found in the Narthex and places it in the office safe. If the choir is present, an offering plate may be on the end of the front row.
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. If required, vacuum Altar area to remove bread crumbs. (Vacuum is in the Sacristy behind the door).
4. Organize pew books and remove paper/trash. All areas should look totally ready for the next service.
5. After the 11:00 service:
 - Turn off lights and pulpit microphone in sound control room. If there is a meeting after church, leave the lights on.
 - Close inside doors and outside doors. If worshipers linger, do it anyway. Late folks can always exit. Lock the panic hardware on the main doors with the Allen key located in the control room. Lock the remaining doors with the master key on the same key ring. Return the key ring to the sound control room.

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.

