

Lutheran Church of the Resurrection
Usher Instructions for Grove Services

Following is a basic check list of usher responsibilities during Contemporary Worship Services in the Grove. 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.

BEFORE SERVICE:

1. Arrive 30 minutes before the Grove Service begins.
2. Check the benches for cleanliness before worshipers begin to arrive.
3. One of the ushers will transport the box of worship supplies from the office. If possible, a table will be used for the box.
4. One usher may be asked to assist the accompanist with transporting music equipment (keyboard, stands, etc.) from the music room.
5. Wear a special usher nametag or an Usher badge above the LCR nametag.
6. The Lead Usher will instruct the other ushers on their duties. The Lead Usher will also instruct the Greeters on how to assist with the offering, if needed.
7. Distribute the red sign-in books to the Grove benches.
8. Put two offering plates on the Altar. Offering plates are in the box of worship materials provided before the service.
9. Have bulletins available at the entrance to the Grove. Offer weekly bulletin announcements and/or any additional handouts provided.
10. All ushers will be available to seat worshipers and to assist them down the slope to the worship area, if needed.
11. Communion is served at every service unless noted.

DURING SERVICE:

1. Count congregation (including musicians, accompanist, and pastor) during special music or announcements. Record the count on the 4 x 5 yellow form located in the worship materials box. Children in the nursery will be counted by a staff member.
2. Observe congregation for special needs--bulletin, envelope, pencil, etc
3. Do not seat late arrivals during prayers or reading of the scriptures. It is least disturbing to seat them during musical selections.
4. When the offering is taken, the usher at the center aisle approaches the Altar to receive the collection plates from the Pastor. The other ushers go to the front row of their assigned side aisles. This will require the three ushers and the two

greeters to be available to assist with the offering if there are people seated in the outer rows.

5. Face the Altar while taking the collection.
6. The offering plates will be returned to the Lead Usher at the back of the center aisle.
7. The Lead usher goes to the Altar to return the collection plates to the pastor when signaled by the Pastor, normally during the offertory hymn.

COMMUNION:

1. Details for moving the congregation members into place to receive Communion are shown in Attachment 3. All communion in the Grove will be by intinction.
2. People are ushered out of their benches in accordance with Attachment 3. The outside ushers will remain at the back of the congregation between sections 2 and 3 until the Lead usher is finishing the center sections. At that point all of the servers will move to the front of section 2. The outside ushers will move to the front of section 2 and escort the worshipers forward to the servers. When the rear benches have been escorted forward, the outside ushers will move to the front of section 3, and once the servers have moved in place will escort the worshipers forward to the servers.
3. The ushers will take communion last and lead the Pastor and Communion Assistants to those needing Communion in the seat. (Ask special needs people early in the service if they wish Communion in their seat).
4. 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.

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 worship materials box and places it in the office safe.
2. One usher may be asked to assist the accompanist in returning the keyboard and other music equipment to the music room.
3. 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.
4. Remove all of the supplies from the Grove worship area and return them to the worship materials box. Remove any paper/trash that remains in the Grove area.
5. Return the worship materials box to the office and throw away all trash.

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.

Instructions for Communion
Grove Service

