

Usher Duties

BEFORE SERVICES: Arrive 30 minutes before the service.

- ✦ **Unlock all outside doors** of the church and parish hall as needed (key from pastor).
- ✦ **Turn on the main lights** (“style” number 1 [labeled “5” on the narthex control box]) and the lights up the stairs to the balcony.
- ✦ **Turn on the public address system** (flip the power switch on the wall next to the sound system cabinet in the balcony). Adjust the positions of the microphones: On the lectern, point the mike toward the speaker’s mouth. On the altar, position the white microphone with the wire pointing away from the Jesus window. Make sure that the pastor gets the wireless microphones from the sacristy cupboard.
- ✦ Get the four **offering plates** from the sacristy (if they are not already near the usher’s pew) and keep them at the back of the church until needed.
- ✦ Prepare **bulletins**, placing inserts if needed. Materials are on the table inside the narthex. (If they aren’t there, check the work room next to the office).
 - ✦ Give out children’s bulletins to the young children.
 - ✦ Leave 10 bulletins on the table in the parish hall, near the door to the sanctuary.
- ✦ **Post hymn numbers** on the board (on the wall near the door to the parish hall). Refer to the bulletin for correct numbers, including Canticles from the LBW. The metal numbers for posting are found in the table in the Parish Hall.
- ✦ Check that the **bread and wine** are ready on a table near the sanctuary entrance. If not, find the person on altar guild duty. The altar guild list is posted on the calendar in the sacristy & in the bulletin.
- ✦ Check with the Pastor for any **special instructions** or changes. Put a glass of water in the sacristy for the Pastor.
- ✦ **Welcoming people.**
 - ✦ Greet people, giving them a bulletin and showing them to a seat if needed.
 - ✦ Inform parents with small children who are new to the church of child care downstairs in the children’s center and of the quiet room off the narthex.
 - ✦ Make sure visitors have hymnals.
 - ✦ Ask two people to help with the offering on the side aisles.
- ✦ Open the top sections of the windows for ventilation if needed. The pole is in the corner in the back of the church or in the narthex.
- ✦ **Ringing of the bells:** The key to the box is on a nail in the cry room off the narthex.)
At **10:15 AM** (15 minutes prior to the start of service) seven (7) times.
Right before the service ring the bell twelve (12) times begins (ask pastor for the signal).
When finished, lock the rope box and return the key to its hanger in the cry room.
Note / Trick: To ring an even number of times, you must ring first with the rope “up.” To accomplish this feat, pull down slowly almost far enough to ring the bell; then let the rope go up quickly to achieve the first ring. Continue, producing 11 more sounds. At the last downward pull, hold the rope down to stop the ringing; then ease it back to the neutral position.
Note: During certain parts of the service, people should not be entering or leaving the sanctuary. These times include: the beginning of the service (when pastor et al. are standing at the rear door), during prayers, and during the readings. Also, do your best to discourage unnecessary noise, movement, and commotion.

DURING SERVICE:

- ✦ **Count** the congregation. Include all children, pastor, organist, and choir. Record the number in the record book (on a shelf in the cry room).
- ✦ **Offering:** Receive the offering while the table is being prepared for communion. Usually, someone in the balcony takes responsibility for collecting the offering and will bring a collection

plate down to the ushers. During the singing of the Offertory, present the gifts of money, bread, and wine. The acolyte and assistant minister will accept the gifts at the front of the altar.

- ✦ **Communion:** There is a continuous distribution of the Sacraments. When all is ready, the Pastor will make an announcement to that effect, and the choir will commune first. Then guide the first people forward and keep the flow going by directing people up, one row at a time. Be aware of persons who may need special assistance.

Other Information

- ✦ Adjustments to light and sound
 - ✦ Listen to the sound level and make adjustments with the wall switch mounted “head-high” in the left rear corner of the sanctuary.
 - ✦ For special services where the lighting levels change during the service, use the other style buttons on the control panel. Prior to the service, these buttons will be assigned to specific lighting conditions.
- ✦ Emergency needs:
 - ✦ Restrooms are located in the narthex and in the parish hall.
 - ✦ A first aid kit and smelling salts are on the cabinet wall immediately inside the double doors to the kitchen.
 - ✦ A blanket and pillow are in the cupboard in the parish hall.
 - ✦ A couch is located in the Library.

AT THE CLOSE OF SERVICE:

- ✦ As the recession of the cross, the choir, and the ministers approaches the sanctuary front doors, **open the doors** to the narthex and the outside doors. After the procession, open the parish hall doors.
- ✦ **Greet people** as they leave, introducing visitors to other members if needed. Ask if they wish to sign the guest book.
- ✦ **Deposit offering** money and envelopes in the safe in the sacristy as described: Obtain a zippered pouch and the outer key from the location you learned during usher training. Place the offering in the pouch. Unlock the safe, lift off the cover (#1), leaving the key in the lock, and set it aside. A second key is on the top of the next cover (#2). Unlock and remove this cover, and put the offering pouch in the safe. Replace cover #2, lock it, and drop the key through the slot into the safe. Replace cover #1, lock it, and return the key to its original location.
Note: When we have two services on one day, do not drop the inner key into the safe; leave it so that the second ushers can secure the offering from the second service.
- ✦ **Straighten up** the sanctuary, arrange hymnals in racks, pick up all papers and bulletins, restock worship cards and pencils in racks. Put service bulletins in their basket and return to work room.
- ✦ **Close any open windows.**
- ✦ **Turn off the lights and the P.A. system.**
- ✦ **Remove the hymn numbers** from the board and return them to the drawer.
- ✦ **Lock all exterior doors.**

For technical questions: see Jackie Holmkvist, Dick Grote, or Mark Bogott

REMEMBER: You serve the Lord! Welcome all people with a joyful heart and a smiling face.