

USHERS GUIDELINES – FIRST LUTHERAN CHURCH

- 1) Call your head usher if you are unable to serve and must miss a Saturday or Sunday.
- 2) **Arrive early:**
 - a) 30 minutes on the first Saturday or Sunday to receive instructions
 - b) 20 minutes on the succeeding Saturdays and Sundays.
- 3) **Your PRIMARY purpose is to WELCOME people to worship**
 - a) Usher name tags are available in the Usher Stand
- 4) **Hand out the bulletins:**
 - a) Yellow = 5:30, White = 8:30 & 9:45 (Large Print always white but has service written on it), Green = 11:00
 - b) At the side front door at least until the front pews are full
- 5) **Direct parents with small children to:**
 - a) Busy Bags (in back of church)
 - b) Children's bulletins (in labeled box in back of church on shelf)
 - c) Nursery (although we want them to feel that children are welcome in worship too)
- 6) **Hearing devices** are available in the usher stand.
- 7) **When the sanctuary is full:**
 - a) Find open spaces and direct people to a seat - as far forward as possible
 - b) Encourage the use of the side transept
 - c) Set up chairs in the back (be sure to leave passage space because of the fire codes).
 - d) Direct people to the Family Room when the other seating is filled.
- 8) **Close the doors** when it is noisy in the hallway & leave the lights on.
- 9) **When there is a baptism or affirmation:**
 - a) The front 2 pews on the south side are reserved for parents & sponsors (reserved signs are in the usher stand)
 - b) Ask the family if that will be enough space - make adjustments as necessary.
- 10) **Offering:**
 - a) Proceed as soon as it is announced – make a plan ahead of time as to which usher will go where
 - b) Begin with the back row in the transept if there are people seated there
 - c) Face the altar during the offering
 - d) Receive offering from the balcony if there are people there (a basket is already up there & will be brought down).
 - e) Plan to bring offering up front but if the pastor does not come down the stairs to receive it, keep it in the back until after the service (with an usher keeping an eye on it at all times).
- 11) **Attendance:**
 - a) Count those in attendance after 1st hymn but prior to Children's Sermon
 - b) Include choir members, Pastors, and other worship leaders (don't interrupt the choir while they are singing)
 - c) Post the number on the sheet above the usher stand
- 12) **During the service:**
 - a) Refrain from carrying on conversations - be as attentive as possible to the worship service
 - b) Stand (if possible) but if it is difficult to do so, sit in the back or on the side
 - c) In the case of an emergency, be ready to give immediate and active assistance (guidelines are included for you & they are also posted in the narthex...please read these carefully on the first day of serving).
- 13) **Handling "Disorderly Conduct":**
 - a) The pastor will politely ask the person to sit down.
 - b) If the person does not comply, the pastor and the ushers, will approach the person and ask them to leave.
 - c) If the person does not leave, they will be told that unless they leave the authorities will be called.
 - d) If the person still does not leave, an usher should call the police
- 14) **Holy Communion:**
 - a) People will come forward from the center aisle (no need to usher them up)
- 15) No smoking in the church
- 16) **After the service:**
 - a) Do not usher people out at the end of the service - allow them to linger and visit.
 - b) Pick up the bulletins & anything else left in the pews as the people vacate the church.
 - c) Bring up the offering if it was not brought up during the service
 - i) 2 ushers place money in appropriate bag in cabinet in altar guild room – lock bag by tucking in zipper tab
 - ii) Use key hanging in cabinet by bags to open upper cabinet and lock money bags inside
- 17) **Dress Code:**
 - a) There is no specific dress code but please dress as you think appropriate.

USHER BOARD MEMBER FOR THE MONTH: It is your responsibility to call the head usher for each service prior to the first Saturday/Sunday of the month to say you will meet with them on the first Saturday/Sunday. Highlight the important items below.

HEAD USHER FOR EACH SERVICE

1. Meet with your ushers ½ hour early to go over these instructions.
2. Find a substitute when someone calls and says they cannot usher.
3. Check with the Pastors for special instructions for that Saturday/Sunday.
4. Call your team prior to the first Saturday/Sunday to confirm their attendance.
5. At the conclusion of worship, you along with one other usher will place the offering in the bank bag marked 5:30PM, 8:30AM, 9:30AM or 11AM from the middle cupboard in the altar guild room. There is a key hanging on the side of the cupboard that opens the locked upper cupboard where you place the filled bag.