

FIRST ENGLISH EVANGELICAL LUTHERAN CHURCH

Guide For Ushers – 2004



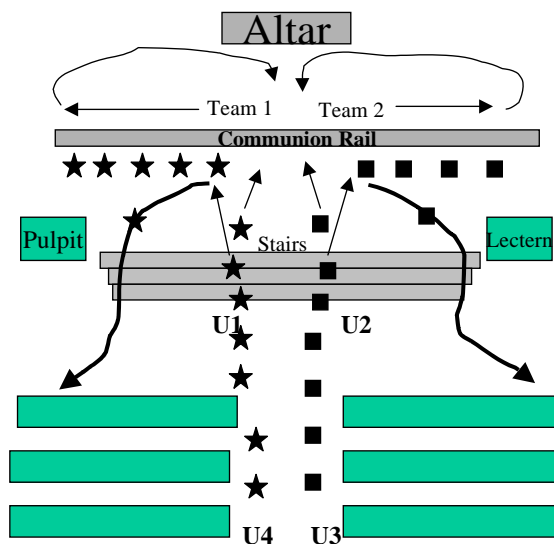
Before the Service

- ◆ Arrive by 10:10
- ◆ Turn on lights in the narthex and sanctuary
- ◆ Check elevator, unlock if locked
- ◆ Check hymn board—put up hymn numbers and Sunday “title” if needed
- ◆ Turn on the sound system & check microphones
- ◆ Check to see that sacraments are prepared & make sure center stair rail is in place
- ◆ Put bulletins in the pulpit side choir loft second pew for the acolytes
- ◆ Verify that acolytes, lectors, and communion assistants are present, recruit as needed
- ◆ Close sanctuary doors at the beginning of the prelude.
- ◆ Ring the bell at 10:30 (3x—3x— 3x—7x) or at conclusion of prelude
- ◆ MEET, GREET, and SEAT
- ◆ SMILE !!!!

During the Service

- ◆ Following the prelude, re-open side sanctuary doors
- ◆ Monitor the narthex for late-comers and assist them to seats at appropriate times
 - ◆ Do not seat during prayers, confession, etc
- ◆ Monitor temperature and adjust as needed
- ◆ Check nursery / count
- ◆ Count number of worshipers

- ◆ Collect offering
- ◆ Bring offering to altar during the offertory
 - ◆ Bow or nod gently before turning away from the altar
 - ◆ Bring sacraments to altar along with offering IF communion assistants have not done this
- ◆ During Communion
 - ◆ As necessary, assist those who will commune at the pew level (the pastor and one communion assistant will bring the sacraments to the pew level at the start of communion)
 - ◆ Two ushers will be in front of the sanctuary to:
 - ◆ Direct communicants to the communion rail—fill in from the center to edge
 - ◆ **Assist** those who may have difficulty ascending or descending the stairs - **be watchful**
 - ◆ Two ushers will direct communicants from the pews to the front of the church
 - ◆ There should be about 15 persons waiting at any time
 - ◆ Persons in the baptismal area should be guided to go to the back of the sanctuary and down the center isle at the end
- ◆ The choir will commune last



After the Service

- ◆ Open center sanctuary doors during the final hymn
- ◆ Collect discarded bulletins from pews and put in recycling bin
- ◆ Guide visitors to hospitality
- ◆ Turn off sound system
- ◆ Turn off sanctuary lights
- ◆ After all have left the narthex area, lock narthex doors
- ◆ Lock elevator

IMPORTANT: Ushers must be proactive so the congregation will feel comfortable