

What it means to be an

USHER

Scripture to Consider:

Yes, everything is for your sake,
so that grace, as it extends to more and more people,
may increase thanksgiving, to the glory of God.

2 Corinthians 4:15

The core of your role on Sunday morning:

Imagine that you are throwing a dinner party at your house,
and as the host, you want to make your guests feel at home.
This means good preparation and the correct materials, to be sure...
but it also means that above all else, you are to be welcoming, warm & kind.

SPECIFIC RESPONSIBILITIES:

Before Service

- Arrive around 30 minutes before worship
- Light the candles on the Altar before service begins (Fire starters are kept under the pulpit and gold pole to light the candles is up front on the altar by the pulpit)
(Note: only light the Baptism candle by Baptismal font if there is a Baptism Please refer to the bulletin or pastor to check if there is a baptism or not)
- Turn on lights in sanctuary & gathering area (if not on)
- Sanctuary lights are controlled on a panel behind usher stand (tap to make live)
- Gathering Area lights are by the entrance of the coffee serving area
- Open **both sets** of double doors in Sanctuary
- Locate offering plates & make sure they are in the back with you
- Locate bulletins & announcement sheets to hand out (on Usher stand)
- Be sure to be warm & welcoming – smile!
- As people arrive, help them find empty seats.
Please encourage folks to sit towards the front, so we might leave any empty seats in the rear section for visitors or late arrivals
- Offer parents of small children an “Activity Bag” and show them Kids Corner
- Point out the locations of the bathrooms & nursery
- As music starts, close all doors, but be present to help late arrivals find seating.
**Folks who arrive late already feel bad – do anything you can do to help them feel more comfortable and help them find a seat!
- Extra hymnals are located by back wall/ window sill) or please note the large print bulletins have the hymns printed out in them

During Service

- Be on the lookout for anyone who looks lost, or anyone who comes late, and please help them find seats and feel welcome.
- After first hymn, count worship attendance & log in book on usher stand

OFFERING PROCEDURES

- After the sharing of the Peace, while the kids are with Pastor, for the kids sermon, take the offering plates down the center aisle
- Beginning at the front, pass the plates down each aisle. (2 or 4 can be used)
- Meet at the rear of the sanctuary and combine to one stack to carry forward
- WAIT until the Offertory song is started before walking down aisle
- Hand plates to Pastor, who will be waiting in center aisle or place in round offering basket on foot of the altar

COMMUNION PROCEDURES

- As Communion Assistants are gathering with pastor, come to center aisle and begin with first row, ushering into 2 lines
- Keep your eye out for anyone who needs communion brought to them at their seat – if you see someone, alert and guide the pastor when you come forward for communion at the end of the line

CONCLUSION OF THE SERVICE

- When last hymn starts, open all four sanctuary doors
- Take your place, one person at each door, to collect & receive bulletins & announcements
- Sort bulletins, announcements and any handouts into organized piles
- Smile! Thank people for worshipping with us.
- Invite people to join us for some coffee/ treats in Gathering Area
- Snuff out candles after people leave the sanctuary

Preparing for the next service / cleaning up

- Tidy up each row – pulling old bulletins, re-setting hymnals, etc.
- Check & pick up garbage, kids corner & activity bags left by kids, etc.
- When most have left, collect offering by altar. Put offering (including Noisy and Sunday School - no need to separate) in a leather zipper bag, provided in box, include completed yellow sheet. Make sure bag falls through slot in safe. Any other funds from special occasions, use ziploc bag and include a note.
Please Note: Depositors need to be two people from different families.
(The safe is located in the sacristy - the room in the back of the sanctuary)
- Put offering plates back on the usher chairs against the back wall (by the sound board)

AFTER 8:00 AM: Re-stack the bulletins and announcements to be re-used (put back inserts)

AFTER 10:30 AM: Turn off fans & close windows

SUMMER WORSHIP: SUNDAY 9AM & WEDNESDAY 6:30pm: Re-stack the bulletins and announcements (put back inserts) turn off fans & close windows.

Please Also Note: There is a **walker and wheel chair** located in the coat area if anyone would need to use them.

Feel free to use a checklist that is in the usher binder on the usher stand to ensure all usher duties have been completed after each service.

IN CASE OF EMERGENCY:

Phone located in sacristy (small kitchen in rear of sanctuary)

Our address: 4860 Arthur Road, Slinger

This information is also available in the usher book between the two sets of double doors at the entrance to the sanctuary & online at www.stluke-slinger.org under "Servant Training Center"

Usher Checklist

Please check off items after they have been completed.
(During the Summer please do ALL items after Sun. 9am & Wed. 6:30)

Early Late

- _____ _____ Light Candles before Service & Snuff them afterwards.
- _____ _____ Hand out bulletins & announcements. Offer & Point out Activity Bags and the Kids Corner to the parents. Help them locate the Nursery & bathrooms if needed.
- _____ _____ Count number of people attending and enter total in binder after the opening hymn has started.
- _____ _____ Bring Offering Plates forward during "Offertory" music.
(place in round bowl at foot of altar if Pastor doesn't take them)
- _____ _____ As you usher people forward for communion, take note of anyone who needs the pastor to bring communion to their seat and tell & guide pastor to them as you come forward at end of the line.
- _____ _____ At the end of worship tidy up the chairs, pick up any leftover bulletins, announcements, & anything else you may find on the floor.
- _____ n/a After early service please reset bulletins & announcements on the usher stand for next service.
- n/a _____ Check to make sure windows & doors are closed & fans are turned off. (Use touchscreen by soundboard - touch it once to "wake it up" and then touch again to turn off fans).
- _____ _____ Put offering in a leather zipper bag, (provided in box), into the safe (in room at the back of church.) Include Noisy offering and Sunday School \$\$- no need to separate. Include a completed yellow sheet. Make sure bag falls through slot in safe. If there are any other funds from Special occasions, use ziploc bag and include a note. Note: Depositors need to be two people from different families.