

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 – please wear your nametag
- Check to assure both entrances are unlocked
- Turn on lights in sanctuary & narthex – open **both sets** of double doors
- Assure Sound System is ON (one switch only – upper right corner)
- Check heating/air conditioning to make sure sanctuary is comfortable
- Turn fans on (directions on wall plate)
- Locate Offering plates & make sure they are in the back with you
- Locate bulletins, announcement sheets to hand out
- Be sure to be warm & welcoming – smile!
- As people arrive, help them find empty seats.
 - **Please encourage folks to sit in first two sections, so we might leave any empty seats in the rear section for visitors or late arrivals**
- Offer parents of small children an “Activity Bag”
- As prelude music starts, close all doors, but be present to help late arrivals find a place.
 - **Folks who arrive late already feel bad – do anything you can do to make them feel more comfortable!

During Service

- After first hymn, count worship attendance & log in book on usher stand
- Be on the lookout for anyone who looks lost, or anyone who comes late

- OFFERING PROCEDURES
 - After the sharing of the Peace, while the kids are with Pr. Matt, take the offering plates down the center aisle
 - Beginning at the front, pass the plates down each aisle.
 - Meet at the rear of the sanctuary and make one stack of plates to carry forward.
 - WAIT until the Offertory Song is started before walking down aisle
 - Hand plates to Acolyte, who will be waiting in center aisle

- COMMUNION PROCEDURES
 - As Communion Assistants are gathering with Pr. Matt, 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 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 back doors
 - Take your place, one person at each door, to receive bulletins
 - Smile! Thank people for worshipping with us

Preparing for the next service / cleaning up

- Tidy up each row – pulling old bulletins, re-setting hymnals, etc.
- Check for trash, activity bags left by kids, etc.
- Tear off any pages in Blue Welcome books that have names on them
- Put Welcome Book pages in basket on Michelle's office door.
- Put Welcome Books back on the chairs lining the aisle.
- When most have left, put the offering in a money bag & into the safe
- Put offering plates back on the stand near the light switches.

FOR 8:00 AM: Fix stack of bulletins to be re-used (put back inserts, etc)

FOR 10:30 AM: Turn off lights, fans, sound system, close windows, lock doors

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"*