

## Welcome, Good Shepherd Church Ushers!

Thank you! Ushers provide a welcoming atmosphere for worship and help guide the congregation through the worship service. These instructions are intended to help you feel comfortable in the role. This is a worship service not a performance so don't worry if things get confused, God is present and at work in all things! **Thank you very much for your leadership!**

The Ushers main tasks are:

- I. Prepare the *Sanctuary* for worship
- II. *Welcome* participants and hand out bulletins
- III. Ring the *bell* before and after worship
- IV. Assist the *acolyte*
- V. Collect the *Offering*
- VI. Guide the traffic flow for *Communion*
- VII. Count *attendees* and collect the sign-in sheets
- VIII. Restore the *Sanctuary* after worship
- IX. Count and *deposit* the Offering

### Before the Service Begins

1. Arrive ½ hour before the service begins.
2. Open the Sanctuary sliding glass *doors* and wedge open the two side wooden doors
3. Turn on the Sanctuary *light* switches which are inside the Sanctuary to the left on the back wall. (The Narthex and hallways' lights are all controlled by motion sensors, no need to do anything with them. In addition, the thermostat is preprogramed so no need to set the temperature)
4. Place a *glass of water* on the shelf inside the pulpit for the Pastor.
5. Check the *wicks* of the candles to be sure they can be easily lighted by the acolyte. Pull them out if necessary.
6. Check if we are *broadcasting* this service on KWLC?. This is indicated on the posted Ministry Team schedule.
  - a. If yes, go into the P.A. room behind you and follow the instructions in dialing the phone and calling the station operator which are taped to the phone.
7. Turn on the *P.A. system*. (every service). The *switch* is in the room behind the counter, on the cupboard, left side. A *red light* should come on.

8. Put out the box of *audio assistance devices*, located in the cupboard above the transmitter instructions. Help people find these when they ask. The system turns on with the PA.
9. Check the candle *lighter* which hangs on a hook behind you in the coat rack for sufficient wick. This will be used by the acolyte. If necessary, you'll find replacement wicks for the lighter in the drawer below these instructions.

### As People Arrive

10. Locate the *bulletin*/worship service guide sheets on the counter in the hallway to the Pastor's Office.
11. Also check to see if there will be a *handout* about community events and opportunities.
12. *Hand these out to people with a nice welcome!* Stand near the sliding doors to the Sanctuary, smile and greet people as you give them a bulletin. *We are a Welcoming Congregation.*
13. If you're not the *acolyte*, check the Ministry Team sheet to see who is lighting the candles. Watch for that person as they come in to be sure they're ready to do it (see 17 below)

### During Worship Services

14. *Ring the Bell* when the Gathering Music has finished. Ring it 9 consecutive times. (it's 3 times 3 at the end of services) Wedge open the doors just before the beginning of the Service so people in the Sanctuary can hear the bell. Close the doors after it has been rung.
15. Sit or stand in the Narthex with some bulletins for *late arrivers*. Welcome them and help them locate a seat if necessary.
16. Ensure people who sit in the Narthex have a hymnal, and that you yourself do. Find them in the cupboard.
17. Help the *Acolyte* light the candles during the first hymn. The acolyte lights the lighter outside the Sanctuary (matches in the

drawer below this instruction sheet), then carries it forward to light the two candles on the altar. Light the tall Pascal Candle also if there is a baptism or during Easter season.

18. *Count the attendees.* In your tally, don't forget people in the Narthex, nursery, and kitchen. Write the total for today on the calendar book on the counter.
19. *Collect the Offering.* When the Offertory begins, two ushers pick up the collections plates in the back of the Sanctuary to the right. One usher takes two plates and begins passing each one from the two side aisles. Begin at the front of the pews. The members will usually hand the plate to the row behind themselves, so at the back of the church, pick up the collection plates.
20. *Present the Offering and the Hosts.* After the collection, one usher will pick up the Bread and Wine (Hosts) from the same back right table. When congregation begins singing the Offering Song, two ushers walk up the center aisle to present the offering plate and the Hosts to the pastor.
21. *Guide Communion Traffic.*
  - a. While the Pastor is still at the altar, start ushering out the choir or, if no choir, the first few rows of the section closest to organ so that the line can start moving and people will be at the altar when the Pastor is done with those in the pews.
  - b. Watch the Pastor at the altar and once she heads out to serve those in the pew, stop the line for a few minutes as she serves.
  - c. Release the rest of the members from the pews to go for Communion. The pattern is slightly different depending on whether it is a standing communion or around the rail. See the separate instructions for the traffic flow.
  - d. Generally, we want folks to feel comfortable approaching the communion station and returning to their seats. Time things so that the lines aren't too long but the flow keeps moving.

#### **End of the Service**

22. *Prepare for ending.* During the Sending Song, reopen the north doors to the bell.

23. Direct the *acolyte* to snuff out the candle with the lighter during the ringing of the bell.
24. *Ring the Bell.* When the Sending Song ends, ring the bell, this time with 3 sets of 3 peals. Close the doors again.

#### **After the Service**

25. Turn off the *P.A. system* and the radio transmission switch.
26. *Count the Offering.* Both usher take the offering plates into the office begins counting and recording on the Tally Sheet. The deposit bags and Tally Sheets are in the office below the mail boxes. Count the envelopes, loose offering, etc. as listed on the Tally Sheet. Collect any offerings from the Sunday Schools, the basket for Mission Assistance Fund in the Fellowship Hall, and the garden produce basket in the entry way near the Fellowship Hall. Record these amounts also on the Tally Sheet. Sign the sheet and have the other usher double check and sign it. Place all the envelopes and offerings in the deposit bag and close it.
27. Keep the deposit bag in a *safe* place while both ushers finish picking up the Sanctuary.
28. *Pick up* discarded bulletins from the pews. Put away hymnals.
29. Carry the *water glass* from the pulpit to the kitchen
30. Tear out the *sign-in sheets* from the red folders at the ends of the pews. Leave them in the office in Pastor's mailbox
31. *Close* any open windows, and the doors to the Sanctuary.
32. Turn out the *lights*.
33. Check to be sure all the hearing assistance *devices* in the box near these instruction sheets are turned off.

#### **Take the Offering Deposit Bag to the Decorah Bank and Trust**

34. One usher *drives* to the Decorah Bank and Trust Drive-In facility at Division and Short Streets as soon as possible after clean-up is done. It is near the Kwik Star Convenience store.
35. At the Drive In Bank, *deposit* the bag in the night deposit drawer. (There's no key anymore)

***Thanks again!***