

INSTRUCTIONS FOR USHERS

SCHEDULING INSTRUCTIONS FOR ALL WORSHIP ASSISTANTS

If you are unable to serve on your assigned date, try to trade places with someone who also serves in the same way you do. Look over the Worship Assistant schedule and see if there is someone with whom you can trade Sundays. If you succeed, please notify the church office of the change. If you are not able to find someone with whom to trade, either contact Karen Gramacki (by phone or email) and/or call the church office (482-3847) to let us know, even if it is early Sunday morning and you only get the answering machine.

Please **arrive at least 10 minutes** before the start of the service; **the earlier the better**. The pastors will let you know if there are any special instructions for the service.

BEFORE THE 1ST SERVICE BEGINS

- Check to make sure the doors are unlocked. If not, ~~turn~~ unlock them! Ask pastor(s) for assistance, as needed. **NOTE:** in windy weather it may be necessary to lock one or both of the center wooden doors for safety's sake.
- Check to make sure the appropriate lights are turned on. If not, turn them on! Ask pastor(s) for assistance, as needed.
- If not already done (by the pastor), roll out the information kiosk, L.S.S. and Food Pantry bins, and the "handicap parking/loading" sign. **Also, please set up the "visitor table" adjacent to the entry doors (on the parking lot side) and place the Guest Book and Coffee Cups as available.** As needed, pick up any debris that may have blown into the Sanctuary.

BEFORE ALL SERVICES BEGIN

- Make sure the offering plates are stacked on the stand in the Narthex (next to the wine cruet and bread ciborium; minimizes noise during the service).
- Check to make sure the worship registration books are at the aisle ends of the pews (with **a working pen**).
- Straighten (and restock as necessary) the items in the pew racks. Also see that there are pens and/or sharpened pencils in the pew racks.

- **Ushers should stand near the columns leading in to the Sanctuary.** As people begin arriving, hand people a worship folder and direct them to seats. **Important:** Try not to seat people you know to be visitors in the back rows so they are not called upon to lead the way to and from Communion - they may not know what to do. Also, if you seat anyone in the front row, be sure to point out the location of the hymnals (under the seat).

AS THE SERVICE BEGINS

- Close the doors when the pastor begins the introduction to the service. **NOTE:** if it is warm, leave them open if it's not too noisy on the patio.
- Latecomers may be seated during the announcements, during the Entrance Hymn, or when the children are coming up or going back from the Children's Message. After this, use your best judgment. Please try your best to send them down the side aisles.
- Counting the Attendance: Try to get a count of those in the choir loft before the day's musical offering begins (so as not to be distracting). After the Children's Message, take attendance in Sanctuary and then in the Nursery. Record the information on the form on clipboard in Narthex (Taking attendance after children's message gives a better indication of nursery usage).

Receive the Offering:

- At the Traditional Services, one usher works the center aisle and takes two plates; one usher will work each of the side aisles with one plate each. Remember "Center lead, side follow." The usher in the center will start sending the plates and the ushers on the sides should take their cue from the usher in the center to know down which aisle to start their plate. Usher on the side by the piano will receive offering from those seated in those chairs. Keep an eye on the plate as it moves across the back row of pews; sometimes the pillar in the middle of the row confuses folks and you may have to help it along.
- At the Contemporary Service, one usher does it all and relies on the people in the pews to pass the plate to the row behind.

NOTE: Younger children are welcome to assist as ushers. However, it is expected that they will be closely accompanied by their parent as they serve.

When offering has been received, consolidate it into one or two plate(s), as possible.

- At the Traditional Services, one usher brings the offering plates forward to the altar and one will bring the cruet of wine and ciborium of wafers. Bring these

forward at the start of the Offertory ("Let the vineyards be fruitful Lord", for example). Come forward all the way to the step in front of the altar rail forcing the acolyte to stand on the first step. The Acolyte has been instructed to FIRST take the cruet of wine, the wafers second, and the offering plates last. Please offer the gifts to the Acolyte in this order. After you have delivered the wine, bread and offering plates, you may return to the Narthex.

- At the Contemporary Service, the usher only brings forward the offering plates.

Communion:

- Around the altar --- One usher will take a place at the front of the center aisle to direct to the rail. Starting on the Pulpit Side of the Sanctuary, the other usher(s) will work from the back of the church towards the front, guiding people from their seats to form two continuous lines (If people are sitting in a side section, direct them up to the center aisle first). As the Assisting Minister, the Communion Assistant, and Acolyte are given Communion by the pastor, the ushers should immediately begin directing people out of their seats and down the center aisle. When the assistants and the pastor have received their Communion, you may start sending people around the altar rail. The rail will hold about 16 adults on each side (use this as a guide). Direct those in line on the pulpit side (East) of the Sanctuary to take their places at the back of the altar rail and work their way around to the front. Direct those on the piano side (West) line to begin taking their places at the front of the altar rail and work their way around to the back. When people have finished communing, they should be directed back to their seats using the side aisles. For either side, as soon as the altar rail is clear, begin sending more people in the manner described above. If one side finishes significantly before the other, you may send people to the "other side" to balance things out; use your own judgment. When all have received Communion, you may join those last in line at the altar rail to receive Communion yourself. Please alert the pastors if there are people who have remained in the pew and need Communion brought to them.
- "Walk-by" --- From time to time, one or both pastors and two Communion Assistants will stand in front of the altar rail. The pastor/s handing out wafers/bread and the assistants holding the chalices for intinction. Your instructions for this style of communion service are basically the same as above; the only difference is that you will not direct the people around the rail, and there will not need to be an usher at the front of the center aisle.
- Special instructions --- If there are any unusual plans for distribution of Communion, you will be alerted in advance of the service and/or asked to come a little earlier for instructions.

During the singing of the last hymn, open the doors to the outside (weather permitting).

AFTER EVERY SERVICE

- Straighten up the Sanctuary by picking up all papers and bulletins left in the pews and in the hymnals, return hymnals neatly to racks, and straighten pew racks.
- Take the offering plates into the Sacristy and place it into one of the bags kept in the drawer. These bags will be locked in the safe after the last service.

AFTER THE LAST SERVICE

- Tear out the page(s) from all the “Red Books” (Attendance Record) and, if possible, put on the church secretary’s desk.
- Turn off the Sanctuary lights (switches are in sound room) and the "halogens" (switches for these are on wall above the sound board), the Narthex, EXIT and font lights.
- Replace the plastic dust cover on the baptism font.
- Bring in the Kiosk and roll it into the alcove by the phone in the Narthex. Bring in the L.S.S. & food pantry bins and roll them into the alcove on the other side of the Narthex. Bring in “Visitor Table” and place it near the Kiosk unless otherwise instructed.
- Check/lock the upstairs door to the choir loft, the door to the outside in the Sacristy, the two doors to the outside in the sanctuary (near the pulpit and near the flags; they are not usually unlocked in the morning but should be checked), the side doors to the Sanctuary (use the screwdriver on the pink ruler), and lock the main wooden doors to the Sanctuary (the hex wrench for this is on the pink ruler, hanging near the stand where the worship folders are kept).