

Holy Trinity Lutheran Church

Usher Guidelines

Before the service

- Arrive 30 minutes before the start of the service. The first usher to arrive should get the Worship Book (three ring binder) and box of usher supplies by the Welcome Center.
- Unlock both sides of the Main & South Entrance Door with the Allen tool hanging on the north side of the entryway.
- Help clear the sidewalks and make sure church entrances are open and welcoming.
- During summer worship and warm spring/fall days, push all exterior and interior entrance doors to fully open position. (They should stay open independently when they are fully open).
- Be friendly, warm and helpful. Your warmth will help our members and especially guests to feel welcome in what may be an unfamiliar setting.
- Please wear your name tag.
- Turn on 3 TV's (two in narthex and one by Fellowship Hall).
- See that the correct bulletins are ready for distribution.
- Usher Stations: Please stand at each of these locations.
 - One usher should stand at each main sanctuary entrance. (2 ushers total)
 - One usher should stand in the hallway beside the side sanctuary doors.
 - One usher should stand at the South Entrance with Greeter.
- Open all doors that lead into the Sanctuary. Please close the side doors when the prelude music starts or one minute before the service begins. Close all doors (exterior/interior entrance doors and Sanctuary doors) when Pastor starts making announcements.
- One of the ushers will light the altar candles before the service (as the prelude is being played) and extinguish them during the last verse of the closing song.

During the service

- Ushers may need to supply information to guests if asked or when appropriate regarding the Nursery, Restrooms, the Fellowship Hall, Sunday School, etc. If you are uncertain about the correct information, ask your head usher or one of the pastors.
- If people arrive after the service begins, please seat them when the congregation is singing, standing or receiving announcements, not during prayers or silence.
 - Courteously ask them to wait until an appropriate time to enter the sanctuary.
- After at least fifteen minutes into the service, count the people in your section. **COUNT EVERYONE, INCLUDING CHILDREN & BABIES.** *Council Member of Week or a Staff Member will also count.* Please compare numbers and write down the attendance only if the count is the same. It is important to make an accurate count of the attendance.
- **Offering Plates are located in the Welcome Center cupboards.** Two ushers bring the offering to the altar during the offertory, hand offering to the Pastor & immediately turn toward the inside (toward each other) and leave the altar down the center aisle.

After service

- Straighten up the sanctuary for the next service. Pick up used bulletins/papers and place Bibles and Hymnals in book holders underneath chairs.

Communion Sunday

- Communion is generally served the first and third Sunday of the month (and corresponding Wednesdays).
- Two ushers may direct people down the center aisle, where they receive the elements and return to their chairs by the side aisle.
- Determine how communion will be distributed and if there are communion servers present. If servers are not present, one or two ushers may need to fill in, or try to find volunteers from the congregation.

Baptism Sunday

- When you see a Baptism listed in the bulletin, reserve space toward the front for parents and sponsors.
- Be sure the baptismal font is in the front and hot water is in a water pitcher located on the floor, next to the right side of the altar. (Pastor will fill the font prior to baptism)
- The Christ candle should also be placed up front and lit during baptism Sundays when you light the altar candles.

Before you leave

- Lock all of the entrance doors with the Allen tool.

Additional Information

- Before the service, please set up additional chairs in the narthex as needed.
- First Aid Kit and Vomit Kit is located in the Welcome Center in narthex. If someone becomes sick during church, sprinkle kitty litter to soak up liquid. Put gloves on, scrape kitty litter into dust pan and place into plastic bag. Spray Lysol to disinfect area and cleanse air. Throw bag into garbage.
- Hearing Assistance Devices are available in the drawer in the Welcome Center. Make available to members, check to be sure batteries are working, and make sure hearing devices are turned off after the service.

Ushers: *If you find it impossible to serve on your scheduled Sunday, please arrange for a member of the usher team to cover each worship service, and inform the head usher of your absence. We ask that ushers be at least 12 years of age (6th grade), unless with a parent.

Head Usher Responsibilities:

- Arrange for members of the usher team to cover every Sunday & Wednesday worship service for your designated month(s) as head usher. Current worship time on Sunday mornings is 9:00 a.m. and Wednesday evenings at 7:00 p.m.
- Meet with your ushers about 30 minutes before the worship on the first Sunday of the month to go over these instructions. Answer any questions the ushers may have.
- Check with the pastor for special instructions, especially concerning baptisms and Communion Sundays.
- Along with Council Person of the Week, put offering in the safe in Jamie's office.
- The head usher should notify Ministry Coordinator of any issues concerning ushers.