

USHERING DUTIES

(If you have any questions, please ask the Worship Deacon)

Please read before ushering. Some changes have been made. The usher's desk is located in the hall to the right of the door to the kitchenette.

Please be at church 30 minutes before the service.

Put on your name tag and use the "usher" badge that fits over it. The badges can be found under the usher's desk with the bulletins. (Sometimes additional bulletins are kept in kitchenette if there are several services.

READ the bulletin before the service for pertinent information. *Note: usually bulletins differ for 8 and 10:30 – please check the inside cover for the correct bulletin.

KNOW the location of fire extinguishers and the first aid kit. (See Below)

ANSWER the phone during the service. One usher needs to be outside the sanctuary at all times. Note that there is a wheelchair in the hall area outside of the nursery. If there is a situation where it appears it would be of assistance, offer to get it.

BEFORE THE SERVICE

- 1) Turn the lights on. Turn on the lights for the stained glass windows and cross are behind the altar. To find the switches, go through the door on the right side of the altar. The switches are on the left. Make sure that both doors (with stained glass) are closed. The spotlights for the painting of Christ are to the left of the painting,
- 2) If there are no flowers on the altar, check the refrigerator in the kitchenette.
- 3) Turn the sound system on. It is located in the tech room through Birgit's office. The switch is on the bottom left side of the box. The other toggle switch turns on the speakers in the narthex. Please turn it on as well.
- 4) Most of the time, an acolyte will light the candles. If not, make sure the altar candles are lit in the following order
 - a) The two sets of three candles on the shelf behind the altar. Start from top right to bottom, then top left to bottom,
 - b) Light the two end candles on the shelf behind the altar ONLY when there is communion.
 - c) Light the Paschal candle (the big tall candle) if there is a baptism.
 - d) Light the Paschal candle each Sunday Easter to Pentecost Sunday.
 - e) The candle on the altar table

Note: if there is an advent wreath or Lenten wreath, please check with Birgit or Pastor.
- 5) Encourage people to wear their name tags. (Paper nametags for visitors are located next to the guest book.)
- 6) Inform visitors that the hymnals are in the chairs in front of you.
- 7) Hand out bulletins. There should be one person stationed at each door to the sanctuary.
- 8) There are age appropriate Worship bags (full of activities for children) available next to the nursery door.
- 9) Listening devices are located in a basket under the mailboxes. Extra batteries are located on the shelves under the sound system in the tech room.
- 10) IN WINTER ONLY!! Turn on all of the fans as needed, including the fan over the organ. The three switches for the fans are in the usher's closet to the right of the door.
- 11) **Five minutes before the service begins, ring the bell.** The button to do so is located in the usher's closet to the left of the door in back of sanctuary, to the far right.
- 12) Close the doors to the sanctuary when the prelude starts.

(over)

DURING THE SERVICE

- 1) Count the number of persons at the service, including children, and leave the record of the count on the usher's desk. Forms for this purpose are on the usher's desk.
- 2) Pass around the offering baskets at the appropriate time. They are on usher's desk. Use the baskets with the red bottoms. On the first Sunday of the month, pass the containers for loose offerings for St. John's Pantry. **On Communion Sundays** when the congregation begins to sing the Offertory, take the baskets and containers to the pastor and then return to the narthex. **If there is no communion, please bring the offering forward as soon as it is taken – there will be no music to wait for!**

AFTER THE SERVICE

- 1) After the dismissal (**Go in peace, serve the Lord**) ring the bell.
- 2) Return hymnals beneath chairs. Pick up any loose papers/items left behind. "Neaten up the house."
- 3) There is a carpet sweeper right beside the usher's desk. Please clean up any noticeable crumbs.
- 4) Place the offering baskets and containers on the desk in the secretary's office.
- 5) After each service, remove the top page, if written on, from the Fellowship Pad, and place the sheets on the desk in the secretary's office.
- 7) Turn off the lights and the fans.
- 8) Leave the "Usher" badge on the usher desk.

BAPTISM

- 1) Before the service, move the baptismal font to the front center of the sanctuary and plug in. Pour one pitcher of very warm water in the bowl in the baptismal font. Fill the large silver pitcher full of very warm water and put it on the altar. After the service, rinse the pitcher and bowl and return the pitcher to the kitchenette.
- 2) The Paschal candle should be moved to the right side of the altar (when facing the congregation). Be sure to have acolyte light it.
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- 4) After the service, move the baptismal font to its permanent location in the narthex and plug it in.

COMMUNION

- 1) Bring the communion elements to the pastor at the same time the offering baskets are brought forward during the offertory. Carry the items into the sanctuary in the following order: offering, bread and cup of wine, trays with glasses. The communion elements will be in the kitchenette. Be sure the bread is not wrapped in plastic or foil.
- 2) Indicate to people when they should come forward for communion. Have 15 people line up in the center aisle. 15 people will go to the altar on each side. Pastor will serve alternating sides. Once each side is done, the people will return to their seats. Let 15 more people go to communion while pastor is serving the next side. Two ushers are needed for communion. If there is no acolyte, an extra usher is needed to collect glasses.

EMERGENCIES

If there is an emergency, such as fire or someone collapsing, call 911.

Fire extinguishers-are located in the kitchen, furnace room (just inside the car port entrance on the right), inside the sanctuary (on the right), behind the altar by the outside door, outside the fellowship hall storeroom and by the door to the outside in fellowship hall.

The **first aid kit** is located in the kitchen in the cupboard above and on the left side of the sink.