

Reformation Lutheran Church

Usher Guidelines

Thank you for offering your time to make worshippers feel welcome and comfortable, which we pray will lead each one in this place to a pleasant and spirit filled worship experience.

Please follow these guidelines during your time of ushering. We are striving for consistency from service to service and month-to-month with a minimum of distraction for worshippers.

1. Please arrive at least 20 minutes before the worship time.
2. Check the following to ensure everything is ready for worship:
 - A. Front entrance double doors are open.
 - B. Double doors into the sanctuary are open and door stops are in place.
 - C. Lights are on in sanctuary (switch is on back wall of sanctuary).
 - D. A copy of the bible readings is on the lectern.
 - E. Offering plates have been placed on the altar. If they are not there, check the sacristy.
3. Ensure that the Worship Bulletins are on the counter in the corner of the narthex. Stand at the entrance to the sanctuary to greet worshippers and hand them a bulletin as they enter the sanctuary.
4. Once the worship service has begun, please seat people as they arrive. Try to reserve the seating in the narthex for couples with small children. Following the opening hymn and the confession & absolution, you may close the double doors leading into the sanctuary. About five or ten minutes into the service, please close the church entrance double doors to control the glare from the sun. Use the yellow doorstep to keep one door slightly ajar so late arrivals can get into the building.
5. Attendance should be taken during either the choir anthem, the reading of the lessons or the sermon.

Attendance sheets are located on the counter.
6. The offering is taken after the Apostles or Nicene Creed. Ushers should walk forward

together down the center aisle and receive the offering plates from the acolyte or Pastor. When there are four ushers, two ushers will go up the center aisle and one each up the side aisles. If three ushers, one usher go up the center aisle and one each up the side aisles. If only two ushers, each usher will go up the side aisles. If you happen to be the only usher please ask someone to help you with the offering. When the offering has been collected, place the plates on top of one another and one usher walk forward and hand the plates to Pastor or the acolyte.

7. The Lord's Supper is celebrated at most every Worship service. The Pastor will inform you if there are any changes to the normal service. Communion instructions are as follows.

Communicants will proceed from each main section of the sanctuary down the center aisle. One usher will release one pew at a time from each side and the other usher will guide them to the right and left of the altar area. 10-12 people can usually fit on each side. After the main sections have been ushered forward, each side area can then be ushered forward also down the center aisle. Ushers are the last to take communion. Please inform Pastor if someone would like communion but is unable to walk forward.

8. After the service, please make sure that there isn't any trash (paper, used bulletins, Kleenex, etc.) left in the pews and that the Bibles and Hymnals are returned to the pew racks. Remove the offering plates from the altar and empty them in the sacristy. Leave the attendance cards on the counter and put the envelopes, checks and cash into one of the manila envelopes located in the riser room on top of the safe. Put the envelope in the drop safe insuring that it drops down into the safe. After the first service, return the offering plates to the altar. After the second service, put the plates in the cabinet.