

## USHER INSTRUCTIONS

**Please arrive at least 20 minutes before the service.  
Bulletins and nametags are in the cabinet by the men's room.**

### **BEFORE THE SERVICE:**

**Sound System:** Turn on the sound system with the switch in the bottom left corner of the cabinet.  
The red light on the side of the cabinet indicates that the sound is on.  
Turn off the microphones on the lectern and the pulpit (push the small gray button on the mic neck)  
(light on = mic on)

**Lights:** Turn on the 5 light switches on the left wall at the rear of the sanctuary.  
Turn on the light switches on the left and right beams at the front of the sanctuary.

**Communion:** When communion is kneeling (usually 8:15), place the 3' long communion rail on the floor behind the pulpit rail (stored on end below and to the right of the projector screen).  
When communion is standing (walk-thru) (usually 10:30), nothing needs to be done before worship.

**Baptism:** When a baptism is listed in the bulletin, fill the baptism pitcher with hot water (pitcher is in the right cabinet below the projector screen). Place the pitcher on the altar.

**Greet people and distribute the bulletins. Assist people as needed.**  
Point out busy bags and children's bulletins for families with small children.

### **DURING THE SERVICE:**

Close the center doors as soon as the service starts – don't let latecomers enter while special music is happening.  
Count all people including pastors, other worship helpers, children, and those in the balcony at each worship.  
Record the numbers on the calendar provided in the usher's cabinet.  
At the 10:30 service, count before the children leave for Sunday School.

At 8:15 service check to see if the coffee has been started.

### **Offering: 4 ushers are needed.**

Walk middle aisle to front and get the offering plates from the acolytes.  
When you see the acolytes at the front, come forward immediately.  
After collecting the offering, wait until the announcements on the screen are finished  
and bring the plates forward to the acolytes. (If money counters are available,  
they may take the money from you and you can bring forward empty plates.  
Please do not leave money on the table in an empty office!)

**Communion:** On the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Sundays and other special days.  
We want to serve communion CONTINUOUSLY for walk-thru and kneeling communion.  
One or two ushers can keep the line moving smoothly.  
For walk-thru, start people forward as soon as servers are in position.  
During kneeling communion, place the 3' rail in place when all distributors are at the altar rail.  
**Send people from both sides forward ASAP** to the colored cloth on the altar rail.  
Fill the rail continuously so that people go to the rail as others are leaving. Allow people to be in line continuously so that they don't have to rush to join others at the rail.  
After distribution remove the 3' rail and place it on the floor by the pulpit.

**At the end of the service: Ring the bell 3 times after the pastor gives the blessing** (before final hymn).

### **AFTER THE SERVICE:**

#### **Open Narthex doors during closing hymn.**

Walk up side aisles to the front before the hymn is done.

**Turn off the microphones** on the lectern and the pulpit.

**Clear the pews** and straighten the hymn books in the racks. Reuse bulletins as much as possible.

After 10:30 service, remove used sheets from welcome pads & take to office.

Put used bulletins in recycling box next to copier.

**After a baptism:** Empty the basin in the kitchen or on the ground outside the door by the piano.

Wipe the basin clean with a paper towel (in cabinet where pitcher is stored).

Place the empty pitcher in its brown cloth bag and return it to the storage cabinet at front of sanctuary.

**Take the offering plates to the church office** unless one of the counters has already done this.

**Return nametag holders to box – no need to remove nametags from the plastic holders.**

**After communion at 8:15: Store the communion rail** behind the stone wall under the projector screen.

**After 10:30 worship: Turn off all lights** (5 switches in the back and 2 in the front)

If the Altar Guild is still working, ask them to please turn off the lights when they finish.

**Turn off the sound system** (the red light goes off).

**THANKS FOR YOUR HELP!**