

USHER GUIDELINES

Ushers are ministers of hospitality, and your willingness to serve in this capacity is greatly appreciated. Usher teams fall under the responsibility of the Worship Committee. Each team has their own rotating “Captain” and each team finds their own new recruits for ushers and taxi drivers. Recruiting additional ushers is a great way to involve members as involvement is key to congregational life. The months the teams are assigned rotate annually. In addition to Sundays, each team will usher at special services (Lenten, Thanksgiving Eve, Advent, Christmas, etc.) that fall within their assigned month. Let your team know if you will be absent. *Your most important function at any worship service is to be assisting ministers.* Your ministry of welcome to those who enter for worship is crucial, helping to create an atmosphere of hospitality, warmth and acceptance. You are hosts on behalf of the congregation; thank you for being attentive to all worshippers.

The Worship Committee is available to assist you with any concerns or to help with recruiting.

Before Worship:

- *Arrive at church at least 30 minutes before the worship service begins; earlier for special services.
- *Check lights & make certain the worship area is ready.
- *Check with Pastor about any possible “extra” duties for that day.
- *Stewardship inserts are handed out with bulletins the first Sunday of each month; one per family.
- *Ushers are stationed by the south aisle, north aisle, elevator entrance & overflow area. *Please note that several ushers standing in a line by the back pew blocks the entrance from the overflow area into the sanctuary.*
- *Greet everyone! Everyone who walks into our church should have a friendly greeting. Watch for opportunities to introduce people. Watch especially for guests and people who come alone. Some of the ministry of hospitality takes place after the service is over. Introduce yourself to guests. Make a point to talk to children.
- *Usher guests to a pew if needed. Be aware of circumstances where regular worshippers may need assistance.
- *Watch for people who might need special help, such as those with crutches, walkers, or in wheelchairs. Offer the wheelchair/walker adapted pews to those who may not be aware of them.
- *A large print bulletin copy is available in a green binder on the card table in the back of the sanctuary.
- *Announcements and Temple Talks begin 8:55 or earlier.

During Worship:

- *The steeple bell should be rung seven times immediately following the “Opening Hymn”.
- *Please seat/assist latecomers as needed.
- *Check on the nursery, to count them in the attendance, and to see that there is an adult in attendance.
- *Count the attendance at every service (including mid-week) and fill in each line on an attendance record sheet.
- *Please participate in the worship service when not busy with duties. Ushers are assisting ministers and are called to help in the leadership of the whole worship.
- *To keep the service flowing, begin the offering and communion ushering as soon as possible.
- ***Offering:** Begin offering as soon as the offering hymn begins. Offering is brought to the altar during the last verse of the offering hymn. Please wait until offering plates are placed on the altar before leaving.
- ***Communion:** Put the communion altar railing in place after the communion assistants are by the altar. If the altar railing has not been set out, it is in the altar guild room. If someone is unable to come to the altar for communion, ask if they would like communion brought to them and alert the Pastor or communion assistants.
- ***Baptism:** Check if at least the first two rows on the south side have reserved signs (found in the far left drawers of the little kitchen) for the family and sponsors. Baptism immediately follows the hymn after the message. Pastor & an usher invite the baptism family and sponsors to the baptismal font. One usher remains upfront to light the baptism candle and to hand the family or sponsors the baptism banner after the baptism; this usher may sit on the pulpit side seat.
- ***Special Services:** Many special services require additional usher duties and the Pastor or Worship Coordinator will review this with the team before the service begins.

After Worship:

- *Please tidy up the worship area *and balcony* by picking up bulletins, placing hymnals in the racks, etc. If there are no activities in the sanctuary following worship, turn off the lights.

THANK YOU FOR YOUR SERVICE AS AN USHER!

Revised by Ushers and Worship Committee June 2009 Reviewed November 2017 Our Saviour's Lutheran Church

THESE GUIDELINES ARE POSTED ON THE INSIDE OF THE LITTLE KITCHEN DOOR