

USHER'S GUIDE

Trinity Lutheran Church
Villa Park, Illinois

First, thank you for offering your service to God as an usher. The usher is a very important role in worship because you often set the tone of worship for people. When you are friendly, welcoming, organized and helpful, you speak for the whole congregation, especially to visitors. The following are some guidelines that will help you better serve in this role. REMEMBER, you are our front line when reaching out to people with the Gospel.

Narthex - the outer lobby; Nave - the main seating area; Chancel - behind the railings

1. The head usher will send out a schedule every six (6) months. If you cannot be present on your scheduled day, please call a substitute and your captain as soon as possible. Usher meetings will be called as needed by your captain.
2. Be at Church 30 minutes before the service starts.
3. Dress your best since you are our front line for representing both God and our congregation. Also be sure you are wearing an usher's badge.
4. Hand out bulletins to adults and children who desire one. Smile and greet those you can by name.
5. When services are crowded, try to help people find seats.
6. Close the narthex doors after the opening hymn. Lift and lower the door stops with your hand to minimize noise.
7. Once worship has started, encourage people to wait until there is congregational singing to enter the nave.
8. When worship starts, only the team captain needs to remain in the narthex. The rest of the team may be seated in the nave. If you need to speak to each other during worship, be careful to keep your voices low.
9. If there are prayer request cards, one usher should bring them to the Pastor during the sermon hymn. If prayer cards are received in the offering plate, make sure they are given to the Pastor when the offerings are brought forward.
10. When ushers come forward before and after the offering, the two outside aisle ushers are in front. Carry the plate in your right hand. Pass the basket completely across the pew where possible.
11. The captain is responsible for counting Sunday morning attendance. This is very important. Count from the balcony and record the number on the appropriate sheet in the usher's closet.

12. At communion, two ushers invite people from their pews (maximum 10 at a time). Two stand at the front and allow people to go forward when the previous table has cleared. The choir always communes first. Ushers commune last and at that time tell the Pastor if there is anyone needing communion to be brought out to them. The ushers at the front need to count only those individuals who commune. The count should be entered on the appropriate sheet in the usher's closet.
13. The second service ushers need to collect each of the attendance sheets and place them in the secretary's mail box.
14. After each service, ushers should make sure the pews are straightened and bulletins have been removed. Prayer cards, offering envelopes and pencils should be refilled as needed. Replenish attendance registers as needed.

Team Captains

8:00 a.m.

1. Unlock doors (including conference room, chapel and fire doors in education wing stairwells).
2. Turn on lights (remember the lights on the palms behind the altar).
3. Adjust windows, air or heat for comfort.
4. Turn sound system on.
5. Place ice water by pulpit and lectern.
6. Fill font if there is a Baptism.
7. Put hymn numbers up on hymn board.
8. Check with Pastor for any additional needs 10 minutes before service.
9. After service, place offerings in the safe.

10:30 a.m.

1. Refresh ice water by pulpit and lectern.
2. Adjust windows, air or heat for comfort.
3. Fill font if there is a Baptism.
4. Check with Pastor for any additional needs 10 minutes before service.
5. After service, place offerings in the safe.
6. Turn sound off.
7. Make sure candles are out.
8. Turn off all lights (don't forget the pulpit and lectern lights, lights on the palms behind the altar, bathrooms, etc).
9. Lock all doors including conference room, chapel and fire doors in the stairwells.

Revised 3/09