

Prince *of* Peace Lutheran Church

# USHER HANDBOOK



## **Congratulations and thank you for serving as an usher!**

As an Usher you are part of a very special ministry that can trace its origins back to the earliest moments of religious history. It's a ministry that still goes on each week, because the church has discovered that ushers fulfill a very important role when Christians gather for worship. In fact, ushers are so important that they profoundly affect the quality and spirit of each service. When the liturgy is ended and the people return to their homes, their impressions and opinions of the Church and especially of that particular congregation have been significantly shaped by the kind of ushering that has been provided for them.

**Ushers are ministers of hospitality.** Their task is to serve all those who have come together to worship - to serve them efficiently with authentic hospitality, thus enabling them to worship God and to enjoy Christian community. That's the kind of ushering that complements and advances the mission of the congregation, for it makes both visitors and members feel welcome and wanted.



Ushers

## **Usher Procedures**

Ushers become a member of a four-person team that includes the Head Usher. Please note that Prince of Peace has two services September through May and one service (9:30 am) June through August.

## **Usher Responsibilities**

***Ushers should report to the Head Usher 15 minutes before the service starting time.***

### **8:15 AM & 9:30 AM Pre-service Duties:**

*The Head Usher or an usher appointed by the Head Usher will do the following:*

1. Turn on lights.
2. Remove old bulletins from pew hymnal racks and check distribution of hymnals?
3. Reserve pews for scheduled baptisms.
4. Turn on Sound System and set up CD for recording service. Instructions are in the Sound System cabinet.
5. If there is no Acolyte, the Head Usher will light the candles.

### **11:00 AM Pre-service Duties:**

*The Head Usher or an usher appointed by the Head Usher will do the following:*

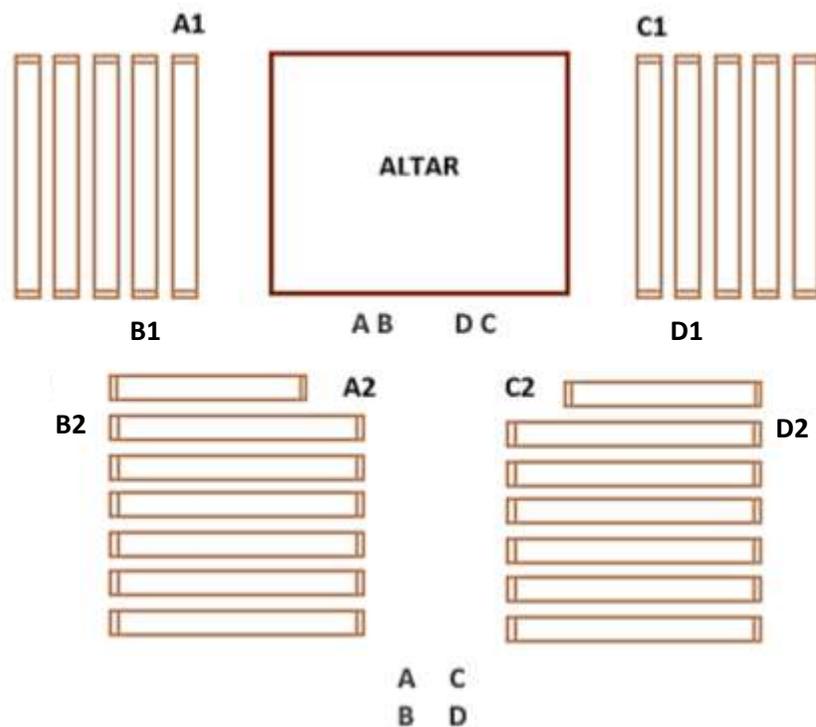
1. Reserve pews for scheduled baptisms.
2. Turn on Sound System and set up CD for recording service. Instructions are in the Sound System cabinet.
3. If there is no Acolyte, the Head Usher will light the candles.

## **Service Duties:**

1. Two ushers should be stationed at the Sanctuary doors to distribute bulletins.
2. During the service, the Head Usher and one other usher should sit in the chairs on either side of the Sanctuary doors.
3. Seating of the latecomers is NOT permitted during the Confession part of the service. The Sanctuary doors may remain open during the Lessons, Gospel, and Prayers but should be closed if there is noise or disrupting activity in the narthex.
4. Following the Confession part of the service, the Head Usher or an appointed usher should take the attendance. The count should include all choirs, the organist and other musicians, and the acolyte. The count should segregate children from adults with adults being defined as anyone of confirmation age (approximately 13 years old). The count is then recorded on the Money Counters Form in the Church Office.

### **5. OFFERING**

- a. Four (4) ushers (two abreast) will proceed to the altar to receive the offering plates from the acolyte or Assisting Pastor.
- b. After receiving the plates the ushers will begin collecting at positions A1, B1, C1, and D1. After collecting from the side pews, the ushers will collect the main seating section of the sanctuary as show below:



**6. IMPORTANT POINTS DURING THE OFFERING**

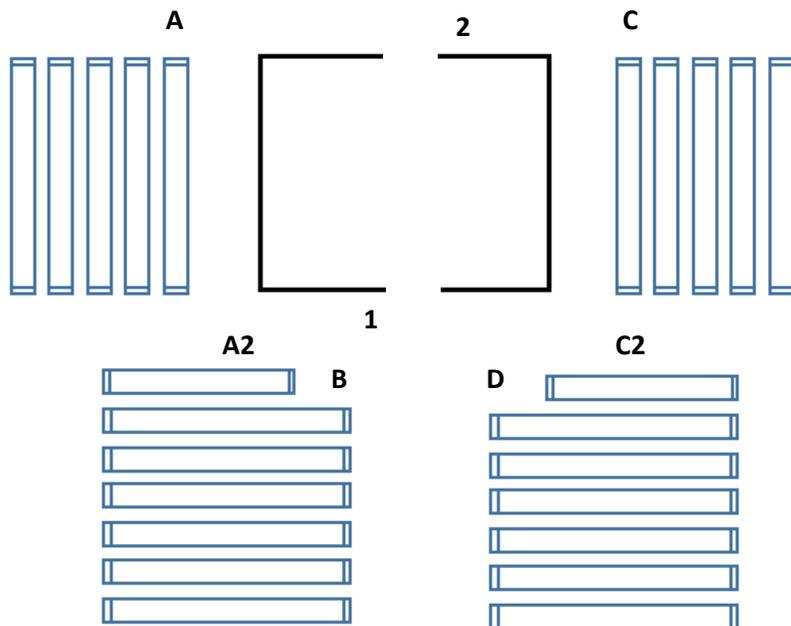
- a. When receiving the offering in the main section, the center aisle ushers should start the collection in the odd number pews (1, 3, 5) while the outside usher does the even numbered pews.
- b. The ushers should stay abreast of each other.

**7. RETURN OF OFFERING PLATES TO THE ALTAR**

- a. Ushers A & B will take the communion wine and bread while ushers C and D take the offering plates. The bread is always taken by the first usher.
- b. The ushers will proceed to the altar at the start of the offertory, and will remain there, until the Pastor takes the bread and the wine.

**8. THE COMMUNION**

- a. The diagram below describes the proper positions of the ushers during communion.



- b. The four ushers will proceed to the front of the sanctuary when the Head Usher directs them to go.
- c. If the choir is in attendance, they will commune first.
- d. Ushers A and C are responsible for the side pews.
  - 1. Usher A directs people to start at position 1, while ushers C's people will start at position 2.

2. Each side of the communion rail will hold approximately 12 people.
3. The Pastor will start at position 1 while a communion assistant starts a position 2. They proceed in a clockwise direction around the altar.
4. At this time, usher D will refill the Flagon. The Flagon should not be filled above the bottom of the spout.
5. When the side pews are completed, ushers A and C will go to positions A2 and C2 in order to assist people with finding an open space on the rail and with returning to the pews. Ushers A and C are also responsible for replenishing the Communion cups and for refilling the Flagon if needed (e.g. Easter, Christmas services).
6. Ushers B and D will direct the people from the center pews to rise and proceed to the rail. The objective is to keep the altar rail full and the flow moving.

## **9. AFTER SERVICE DUTIES**

### **8:15 AM After-service Duties:**

1. The Head Usher will take the collection plates after the 8:15 service to the Office Safe.
2. The Head Usher will “finalize” the CD recording of the service, label the CD with the date and time of service, and file in the Office Cabinet.

### **9:30 and 11 AM After-service Duties:**

1. After the 9:30 and 11:00 services the Money Counters should take charge of the collection plates. Failing to do so the Head Usher should secure the plates in the Office Safe.
2. Make sure all windows in the Sanctuary are closed.
3. Ushers should police the pews for bulletins, trash, etc. and check the distribution of worship booklets and hymnals. Usher should also notify the Head Usher of any Sanctuary damage or need for materials (i.e. pencils, pew envelopes).
4. Ushers should collect Clipboard Attendance Sheets and return them to the Office Administrator’s desk.
5. The Head Usher will “finalize” the CD recording of the service, label the CD with the date and time of service, and file in the Office Cabinet. Turn off Sound System.
6. Make sure coffee pot in the Narthex is unplugged.
7. Turn off all lights (Sanctuary, Narthex, etc.)

## **GENERAL COMMENTS ABOUT USHERING**

If you are unable to attend your assigned Sunday, TRY to swap with someone, using your usher roster. If that is not possible, notify the Head Usher for that month.

Every attempt should be made to maintain a proper atmosphere for a meaningful worship.

An usher should be able to open the Sanctuary doors when people, especially children, are going in and out of the Sanctuary.

***THANK YOU FOR YOUR VALUABLE SERVICE, AND GOD BLESS YOU!***