

Prince of Peace Lutheran Church

USHER HANDBOOK



Updated March-2022

Thank you for serving as an Usher!

Ushers fulfill an essential role in ensuring our worship services are positive, meaningful, smooth-flowing, organized experiences for all worshippers. The following description of Usher responsibilities has been adapted as a result of COVID-19, and assumes 2 Ushers per service:

Prior to Service:

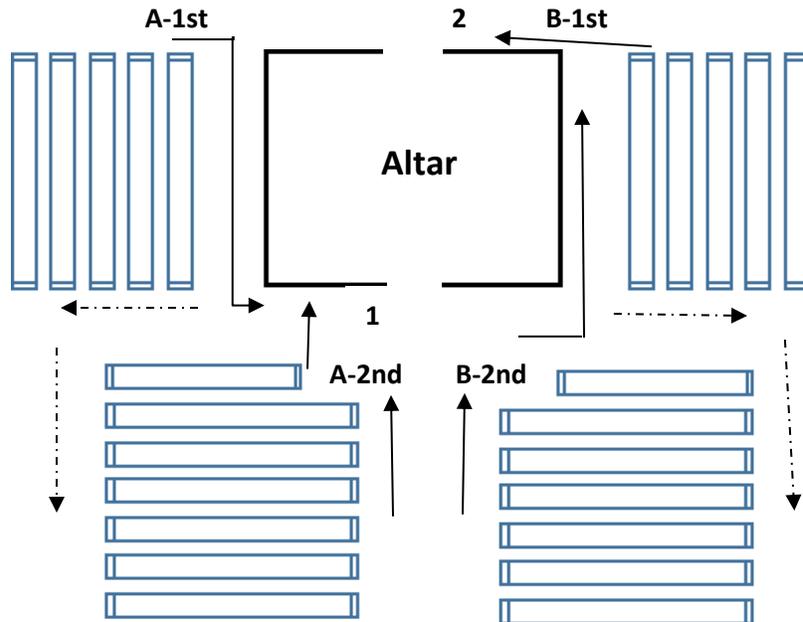
- Arrive at least 20 minutes prior to the start of the service.
- Ensure the following lights are on:
 - Sanctuary – panel on either side of back wall
 - Narthex – switches on both sides of Narthex, include lights over bulletin boards, spotlights on each side, and in center of Narthex
 - Mosaic – switch is located with others on wall next to mailboxes; use the toggle switch at the bottom, not the dimmer switch
- Turn on the sound system – switch is in middle of metal cabinet, rear of Narthex, at beginning of front hallway. Master switch is at orange/red light button.
- Turn ON switch in Media Room, next to choir loft (switch cover is white, switch is clear and lit when OFF).
- Open Sanctuary windows and sliding glass doors, back of Sanctuary, for ventilation.
- Place offering plate in center aisle on small table (should be found just inside the Sanctuary doors). An Usher may need to light candles if there is no Acolyte.
- Greet worshippers as they approach the sanctuary, offering bulletins and other materials prepared by the Office Administrator. There may be a few copies of large print versions available as needed. When masks are required, direct anyone without one to the box that will be available in the Narthex.

During service:

- Latecomers arriving during Confession should wait for conclusion before entering sanctuary. Ushers may need to assist in spotting open seating.
- Be attentive to any needs during the service. At least one Usher should stay in or near the Narthex during service.
- On very rare occasions Ushers may need to alert the Pastor to an emergency and/or assist worshippers who may become ill or need assistance. This could include calling 9-1-1 and providing comfort and appropriate assistance until aid arrives.
- Following Confession, count attendance, with separate numbers for adults and children (age 12 & under, approx.). The count should include all who are present, including Choir, Instrumentalists, Music Director, Pastor, Worship Assistants, Ushers. Record numbers on Money Counters' Form in office, and leave on counter. (Copies can be found in the lower shelf just inside the main office.)

Directing the flow for Communion

- a. The diagram below illustrates Usher positions (A & B) during Communion. The arrows show the flow of worshippers to (solid lines) and from (dotted lines) Communion railings.



- b. At the conclusion of the Lord's prayer, Ushers will move to their first positions, noted above, assuming there are worshippers in the front side sections.
- c. With only 2 Ushers, A & B, Ushers will need to move quickly from the 1st to the 2nd positions, to keep the flow going, and minimize worshippers' confusion.
- d. If a choir is present they will go first. They will signal if they are not going to be communing. The choir may fill the railings in reverse of the diagram. Ushers will need to be alert to this, to redirect worshippers after choir has finished.
- e. Usher A directs worshippers to start at position 1, while Usher B directs worshippers to begin at position 2. Each side then fills in clockwise, around the altar railing, working to keep the railing full from right rear around to the front, and from front clockwise to left rear. The Pastor and Communion Assistants move clockwise continuously around the altar. As space opens at the communion railing, continue directing worshippers forward, pew by pew, working from front to back.
- f. Each side of the Communion rail fits approximately 12 people.
- g. The flagon, the large pitcher of wine, may need to be re-filled during Communion by the usher on the right side, nearest the Sacristy. (Do not fill above the bottom of the spout.) It will only need to be re-filled if there are more than 70 people in worship.

Following EACH Service:

- After each service, as soon as worshippers have left the Sanctuary, take the contents of the offering plate to the office workroom and deposit into the safe slot, located in the first cabinet on the left. (We no longer pass the offering plate from pew to pew.)
- Ushers should do a quick check of pews for leftover bulletins, trash, or forgotten items.
- Turn off sound system (in metal cabinet in front hallway).

In addition to the above, following the SECOND Service:

- Close sanctuary windows and sliding glass doors at back of the Sanctuary.
 - In addition to turning off the sound system (metal cabinet in front hallway), turn off switch in Media Room, next to choir loft (switch cover is white, the switch is clear and lit when off.)
 - Check all restrooms to be sure lights are off.
 - Turn off all lights –
 - Sanctuary – panel on either side of back wall
 - Narthex – switches on both sides of Narthex, include lights over bulletin boards, spotlights on each side, and in center of Narthex
 - Mosaic – switch located with others on wall next to mailboxes; use the toggle switch at the bottom, not the dimmer switch
- NOTE: If you need to leave while others are still gathered in the Narthex or working in the Sanctuary, pass this task on, indicating where all the switches are located.

Special Notes:

- If there is a baptism scheduled, you may be asked to reserve pews. Reserve signs are located inside the wall desk to the left of the Library entrance.
- If you are unable to Usher for your assigned service, please make every effort possible to secure a substitute.



Ushers