

**USHERS**

**HANDBOOK**

We welcome you as an usher at Westchester Lutheran Church.

Ushering is a very vital and important part of the worship service at our church. As ushers you are direct representatives of the Church and act as hosts in expressing the Church's welcome to members of the Congregation as well as to visitors. Outsiders usually receive their first impressions of the Church from the ushers; therefore, we must create a favorable image.

It is important that we have a positive attitude and strive to maintain efficient and dependable ushering. To help attain this goal, it is our intent to set forth a standard ushering procedure. This booklet will acquaint you with all aspects of ushering and by familiarizing yourself with these guidelines, your task will be easier and more enjoyable.

## USHERING AT WESTCHESTER LUTHERAN CHURCH

### GENERAL INFORMATION

Each Sunday there will be four (4) ushers at the service, with one designated head usher. The tour of duty will be one month, including all services that month. This includes the Lenten services and Christmas services during the appropriate months.

If for some reason you cannot be present for your tour of duty, it is a must that you can make arrangements to change your month with another usher. Please then notify the head usher for your month. Your cooperation in securing a replacement is appreciated.

Proper dress is a shirt, tie, dark suit (if possible) or sport coat and slacks. Make your appearance neat. Some ushering groups may prefer the ties to be uniform in color; however, this is not required.

### BEFORE THE SERVICE

Arrive twenty (20) minutes before the Service, and proceed as follows:

Make sure that entrance doors are unlocked.

Turn on all lights (hold switches – they are rheostats).

Make sure offering plates are in place.

Public Address System should be on – microphones in place.  
Mark Tennyson will take care of this.

Make sure hymnals are in place and pews are clean.

Make sure Communion registration cards, pew envelopes and visitor cards are in slot by hymnals, and pencils are sharpened.

Bulletins will be found in the Narthex on a bench; or on last pews.

Take ushering positions with bulletins in hand.

### REGULAR SERVICE

Two ushers take the center aisle, and one at each side aisle. Stand toward the front of the Church, facing the Narthex. Hold bulletins in left hand approximately belt high.

Pass out bulletins to everyone and encourage seating towards the front of the Church.

Leave aisle when Pastor and acolytes enter the Chancel.

Close rear and outside doors after announcements.

Ushers remain at each door to guide latecomers to seating during announcements or hymns, **NOT** during liturgy or during music by the Cathedral Choir.

Count attendance during choir anthem. Attendance slips are in the cabinet in the Narthex. Place completed slips in an offering plate.

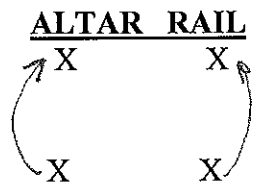
During the sermon, one or two ushers should remain in the Narthex to greet and advise latecomers; also watch the Church office, grounds and cars. Other ushers should sit in the Sanctuary. They should watch for people's needs and be prepared for any emergency.

Check kitchenette -- make sure the coffee is made and the pot is perking. After the offering, make sure the table and umbrella are set up; and take the pot of coffee to the table.

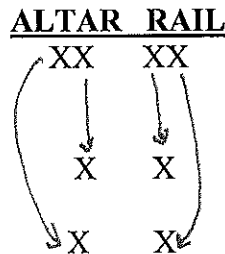
### RECEIVING THE OFFERING:

Make sure you are at the door to immediately go forward to pick up the offering plates after the Pastor says "God grant it. Amen"

The following formation should be used in walking to or down from the Altar rail:



(ENTER)



(RETURN)

Upon entering, the outside ushers will receive plates from the center ushers. When returning, the outside ushers will pass the plates to the center ushers, at the altar.

When waiting for the offering plate to be passed, face the altar.

Ushers in center aisle will set the pace -- stay together, working to the rear of the Church.

Head usher will receive collection from choir, stacked on a chair by the sound system in the choir loft.

Wait for the organist to finish her offertory music before starting to the front of the Church.

Start walking to the front of the Church when the organist begins the Response.

When Pastor turns after presenting the offering, all ushers turn to the outside, and the outside ushers start back first. (See diagram)

Open the Church doors at the conclusion of the service.

After the service, straighten the hymnals in racks (all should be facing the same direction), remove bulletins from pews and hymnal racks. Save the bulletins and the Candle news for the Church Office.

### COMMUNION

Before the service, set up center Communion rail and cushions, if not already completed (they may be found in the Sacristy).

Open the Church doors for those not desiring Holy Communion.

Location of ushers:

One usher stands down front at the head of each side aisle to control entry to the Communion rail.

Others to draw twelve (12) communicants from each side, receive registration cards, and send group forward. Keep drawing in groups of twelve.

Communicants on right side will start at right end of the communion rail.

Communicants on left side will start at center of the communion rail.

Start down front to take positions during the Agnes Dei, the choir will receive Communion first.

Take registration cards of communicants and leave them in the usher's cabinet (the cabinet with the visitors' sign-in book on top).

Ushers may take Communion with the last group if there is room; or after the last group is finished.

### BAPTISM

Before the service, put hot water in the Baptismal Font.

Have name of baby handy during Baptism – if it should be needed.

Have Baptismal Party sit in one of the rear pews, with baby near the center aisle.

Get the group up and ready during the reading of the Gospel. Lead the entire group to Baptismal Font during the Baptismal hymn.

After the Baptism lead the group back to their places in the rear of the church.

### ADDITIONAL INFORMATION

Maintain quiet in the Narthex during the service.

Unexpected notices given to the ushers can be given to the Pastor when the ushers come up for the offering plates.

Nursery care is available for all small children, at the service time, through age three (3).

Welcome all visitors – invite them to the coffee hour. When possible introduce them to the other Congregational members.

### LOCATION OF UTILITIES AND EMERGENCIES EQUIPMENT

The light switch panel is located in the Narthex, right side.

Fire extinguishers:     One is in the Narthex near left entrance.  
                                  Another is in the hall going downstairs.

Thermostat is located in front of Sanctuary near the American Flag.

Blower switch is located on the wall near the bride's room.

Restrooms:                One is in the hallway by the bride's room.  
                                  One is through the Fireside Room, across from the kitchenette.  
                                  There are more restrooms downstairs.

In case of spills, a mop and pail are available in the custodian's room.

In case of an emergency, there are cots available in the sick room in the main office, and in the preschool classrooms.

Telephones are in the Church office and Pastor's office.