

USHER INSTRUCTIONS:

7:00 p.m. special service

Before the service:

1. Please arrive about 6:30 p.m.
2. Check the bulletin for anything special during the service, such as a baptism or a singing group (other than the Choir). If a group is singing, you may need to help remove the cover from the piano in the sanctuary and unlock it. The key is in a magnetic key box under the piano dolly on the left side.
3. Check that each pew has a black folder with Pew Friendship Register forms. Extra forms are behind the brick wall between the sacristy and vestry rooms.
 - a. Open all doors to Sanctuary
4. Check to make sure four offering plates are on the suspended table in the chancel.
5. Stand at the middle doors in the narthex to distribute bulletins and greet people. Children's bulletins are available for children younger than ten.
6. Close all doors to the sanctuary when the service begins.

During the Service

Note that Kleenex and cough drops are available on the window ledges in the sanctuary. Please do not hesitate to quiet children running in the narthex or hallways.

1. **Attendance** - Count the number of people at church. Don't forget to include yourselves, Pastors, acolytes, and anyone in the balcony (choir or organist) and the nursery. Record the attendance on the attendance record. It is hanging on the west wall inside the Work Room by the copier.
2. **Offering** - When it comes time to collect the offering, begin walking up the center aisle as the acolyte moves to the center aisle with the offering plates. Each usher should take two plates from the acolyte. Begin collecting the offering at the front pews. Two volunteers will usually help at the side aisles. These can be sought before the service begins.
Wait until the beginning of the Offering Verse to walk forward to give the offering to the acolyte.
3. **Communion** - While the congregation sings "Lamb of God" and Pastor communes the deacons and acolytes, move the table with the trays of empty glasses to the center aisle. You may need to indicate to those sitting in the front pews that they can go to the altar rail.
 - a. Communion is continuous. Communicants should form two lines in the center aisle and take the next available place at the altar rail. There is no need to usher people forward by pew.
 - b. People should start kneeling at the center of the altar rail and fill in to the left and right toward the side railings.
 - c. After communing, people return to their pew by the side aisles, leaving their glasses in baskets at the foot of the steps.
 - d. Be aware of people who may need help getting up the steps; they will likely need help getting down the side steps.
 - e. There may be people who would like to receive communion in their pew. You can inform Pastor of the situation as you receive communion. After you have received communion, you may need to stand in the aisle near each one so that Pastor and assisting deacon will know where to stop.

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After the service

1. Collect the pew registry forms and put them in the Parish Worker's mailbox or on her desk if the office is open. The Welcomers may be looking for these so they can find out if new visitors were at worship.
2. Pick up bulletins and other papers and put them in the recycling container.
3. Put hymnals in the pew racks.
4. Turn off the sanctuary lights by using the dimmer switches on the east wall outside the south sanctuary door. Be sure to move the switches all the way down to where they click off. If the switch does not click, the lights are still on low. Also be sure to turn off the light in the stained glass window and in the coat room.
5. Even though the sanctuary is air conditioned, be sure the windows are closed and locked.
6. Lock the north doors of the narthex with the allen wrench. Also lock the doors to the parking lot and the door to the alley. All doors lock with an allen wrench. Turn off the automatic doors.
7. Help lock the piano and put the cover back on if the piano was used.
8. If there was a baptism, check to see if there is water in the font. If there is, pour it directly onto the ground through a window.

Please be aware of anyone in the narthex during the service, to help keep safe personal belongings in the coat room. Please also be aware of any youngsters who may be going unattended to the restroom or nursery.