

Worship Service Procedures and Responsibilities

(Revised May 12, 2009)

BEFORE SERVICE

- Arrive, at least, 20 minutes before service
- Put on nametags
- Worship bulletins and attendance card in usher cabinet

Captain

- Turn on all lights
 - Saturday eve/Sunday early service
 - Preset #1 on panel inside south side door in “Great Hall”
- Check Worship bulletin for events that affect ushering; communion, baptism, etc.
- Check with Pastors regarding communion distribution style and other special directives
 - Inform usher team
 - Direct usher placement
 - Check that acolytes are in attendance, if none & on Saturdays, direct ushers to:
- Light and extinguish the altar candles (lighters in choir room)
 - Sundays & Saturdays light 8 (2 groupings of 3 plus the 2 single candles on the altar)
 - Baptism Sundays, light baptismal candle, also
- Position 3 ushers with bulletins(according to the diagram)
- Position yourself and 1 other Usher, with **NO** bulletins, outside glass doors (see diagram)
- Greet and welcome warmly while directing people
- Greet and welcome children warmly
 - Invite them to use *Activity bags*, ages 3-7, on tree stand
- Be aware of attendance and space
 - Ask people to make room for others when space is needed
 - Set up overflow; *only* when **EVERY** seat in Great Hall is filled

Communion Sundays

- Check that altar rails (stored in the sacristy) are in place
- Center rail inserted for special occasions only
- Check for people needing communion at their seats
- Be aware of Baptism’s on Communion Sunday. Many visitors present for the Baptism become first in line for communion without knowledge of how FELC does it. Extra Ushers should go first to lead.

Baptisms

- Reserve front pew/s with rope (Usually 2 rows per family is sufficient.)
- Reserve both sides of aisle if more than 1 baptism family
- Direct ushers to escort families to reserved pews
- Check with parents for any special needs

Ushers

- Check with Captain for special instructions
- Greet and welcome all adults, youth and children warmly, especially Visitors
- Escort people to their seats; *especially important for*
 - Visitors
 - Those needing assistance
 - Latecomers (after the service starts)
 - Full church
- Ask people to make room for others when space is needed
- One bulletin per family/couple/individual

DURING SERVICE

Welcome and Announcements begin

- Close all doors
- Use side wood doors for exit/entry
- Seat people by the side aisles, **not** center
- Check Heating & Air Conditioning needs
- Check Fans – Speed & Direction (Seasonal)

Side aisle ushers

- Check for available space
- Move to back of aisle (5+ minutes)
- Escort late comers to a seat

Center aisle usher

- Move to back (5+ minutes)
- Coordinate/communicate with side aisles ushers
- Direct late comers to side aisle ushers indicating space available
- Assist people with doors for quietness

Captain + All Ushers (5 minutes after Service begins)

- Move to outside of glass doors or pews by glass doors
- Welcome and direct late comers to side doors
 - Escort latecomers to seat
- Assist people with doors for quietness
- Count **all** worshipers
 - Adults, infants, children, worship participants, those in family room, volunteers, staff, choir, ushers, etc.
 - Record on small clipboard at Usher's station
- Watch for any needs of worshipers/staff/participants
- Direct flow of traffic into church
 - Especially important
 - When attendance is large
 - After glass doors are closed
- Check to see if garbage cans need emptying (in the Overflow section)
- Security
 - Keep an eye on coat rack area for unusual activity

Offering collection

SATURDAY WORSHIP

Center aisle Usher

2 baskets

Mid aisle Ushers

2 baskets each

Combine offering into 2 baskets

2 ushers

Bring baskets forward

Walk side by side

SUNDAY WORSHIP

Center aisle Usher

2 baskets

Can try to even up flow if one side falls behind, by sending extra basket from faster side down the slower side.

Mid aisle Ushers

2 baskets each

Outside aisle Ushers

1 basket each

Collect Overflow section

Usher on organ side will have wait until basket can be passed all the way to the end. Until then Mid aisle usher should retrieve and keep basket going

Combine offering into no more than 4 baskets

2 ushers

Bring baskets forward

Walk side by side

Communion

Captain:

- Observe; be aware of any needs
- Assist communicants, if needed
- Typically Saturday evening service will be Continuous kneeling, and Sunday services will be Stations

Continuous (kneeling at the altar & dismissed continuously as ready)

1 ushers at each mid aisle, except on Sunday or if a large crowd is present and an extra usher is available

Mid Aisle Ushers

Usher #A

- Dismiss rows, inform people in first few rows they are free to return when ready they do not have to wait for the Pastors to release them.
 - ◆ Front to back

- ◆ Alternate between side and center sections.
- ◆ Keep things moving to avoid breaks.

Usher #B (used only on Sunday or when large crowds are present)

- ◆ Stand at front of mid aisle
 - ◆ Direct traffic to altar rail after each communed table
 - ◆ Start on outside end of communion rail

Overflow section: after “Great Hall”

- Dismiss rows
 - Front to back
 - Left/south side usher dismiss to left side (outside)
 - Right/north side usher dismiss to right side (outside)
- Communicants return to seats by center aisle
- Check for people needing communion brought to them
 - Inform Pastors or 1st available server
 - Lead Server to people needing communion at their seat.
- Ushers releasing commune after all have been communed except those at their seats.
Extra ushers not releasing commune after all unless they are needed to set example with visitors.

Stations

Two Station Communion

Mid Aisle Ushers (1 Usher each Mid Aisle)

- Dismiss rows
 - ◆ Front to back
 - ◆ Alternate between side and center sections
 - ◆ Keep things moving to avoid breaks

Overflow section: after “Great Hall”

- Dismiss rows
 - ◆ Front to back
 - ◆ Left/south side usher dismiss to left side (outside)
 - ◆ Right/north side usher dismiss to right side (outside)
- Communicants return to seats by center aisle
- Check for people needing communion brought to them
 - Inform Pastors or 1st available server
 - Lead Server to people needing communion at their seat.
- Ushers commune after all have been communed except those at their seats.

Four Station Communion

Center Aisle Usher

- Dismiss rows
 - ◆ Front to back
 - ◆ Alternate between side and center sections
 - ◆ Keep things moving to avoid breaks
- Stand at front between first pew and steps up to altar
- Direct traffic to station

Outside Aisle Ushers

- Dismiss rows
 - ◆ Front to back
 - ◆ Keep things moving to avoid breaks

Overflow section: after “Great Hall”

- Dismiss rows
 - ◆ Front to back
 - ◆ Left/south side usher dismiss to left side (outside)
 - ◆ Right/north side usher dismiss to right side (outside)
- Communicants return to seats by center aisle
- Check for people needing communion brought to them
 - Inform Pastors or 1st available server
 - Lead Server to people needing communion at their seat.
- Ushers commune after all have been communed except those at their seats.

Intinction

Same procedure as Stations

AFTER SERVICE

- Open all doors
- Collect offering baskets from altar
 - Captain, if offering hasn’t been collected, secure in office
 - Return baskets to usher station
- Clean pews
 - Remove bulletins, papers, food, etc.
- Straighten/evenly distribute hymnals/Bibles
- Line up benches
 - Straighten up benches visually.
 - Back legs of back row sit in corners of carpeting changes
 - Use alignment tool for row spacing (behind door in janitor room)

9:00 crew please door your 1st week 2nd Sunday of month, 10:30 crew please do your 3rd week 4th Sunday of month
- Straighten usher station
 - Extra bulletins; put in usher’s cabinet for other services/recycling
- Turn off all lights
 - Saturday eve/Sunday late service
 - OFF button, bottom right column on panel inside south side door in “Great Hall”

THANKS FOR YOUR SERVICE TO OUR LORD AND OUR CHURCH