

Ushering

101

For:

Men, Women,

Children, Families

Confirmation Students and Guides,

Various mixtures, concoctions &

jumbles of the above

at Our Savior's

Lutheran Church,

Hartland, WI

www.oursaviorshartland.org

Ushering at Our Saviors

A Ministry of Hospitality -

The ushering ministry is a ministry of hospitality and serves our church by greeting guests and longtime members alike. Visitors and guests sometimes feel anxious or unsettled when entering a new church and seeing so many strangers. Your mission as ushers is to help create an atmosphere of friendliness and love that helps to disarm their fears and makes each person feel comfortable and accepted.

While the pastor and assisting ministers lead worship from the front, ushers help to make it happen from the back. They are the ones who work to make sure that all is in place so that the focus can be on God's Word and Sacraments.

Who gets to usher?

We are flexible and include everyone – old and young, male and female! Constellations for ushering teams will be composed of:

- families with children and youth
- confirmation students with parents and/or guides
- the old gold standard of 4-6 men
- Or mixtures of the above.

Guidelines for Ushering

Before the Service -

- Please be at church 20 minutes prior to the beginning of worship in order to prepare for worship.
- Put on your usher's name tag (top drawer in the office). Please let the office know if you do not have a name tag.
- Check the bulletin and ask the pastor if there are any special requirements for the service – special seating for baptisms (make sure red hymnals are in front pews by baptismal font for family – Christ (or Paschal Candle) is lit by acolyte), communion by intinction etc.

- Turn on the sanctuary lights and open the doors.
- Walk through the sanctuary and welcoming area making sure that hymn books and Bibles are evenly distributed and there is no trash left out from the previous services.
- Assist acolytes – showing new-comers where robes are to be found – making sure robes are put on correctly – light their candle lighters (matches in the top drawer in the office) – directing them when to go and light the altar candles (usually during first hymn) -reminding acolytes that they will receive the offering and assist at communion by refilling the carafe with wine.
- Retrieve offering plates from church office (top drawer in the office) and place on table closest to the windows dividing the sanctuary and welcome area.
- Make sure that the communion preparation team has placed the wine and bread on the customary table in welcome area.
- Retrieve communion trays from storage area.
- Obtain and distribute bulletins (from office) and ***greet everyone with warm smile and cheerful hello!***
- Make every effort to seat everyone as close to the altar into the front of the church or the middle of the pew as possible.
- Take care of people who need listening devices, wheelchair access, worship aids, or people who will need communion to be brought to them.
- Blink lights in Fellowship area [5 minutes before service] to gently invite people into the sanctuary.

During Service -

- Be alert for latecomers who need to be welcomed and helped to find a place in the assembly.
- Take an active part during worship, unless conducting other ushers' activities so that the community sees and hears the ushers praying, singing, and participating with the whole community.
- Take a count of all people worshipping and enter number in statistics sheet in office
- Assist the community in making its **offering** to God by passing and receiving the collection plates with grace and

warmth. Four ushers are needed here – with 2 ushers in the center aisle and one each on the east and west side aisles.

- During communion distribution to the assistants, quietly move the communion cart to the center aisle up tight to the raised platform. When we celebrate communion by intinction, we will not move this communion cabinet.
- Place two empty communion trays (where people can put their used cups) in front of church by the two side aisles.
- During communion, one usher will stand up on the raised platform to be pouring grape juice into chalices behind the communion cabinet.
- Direct worshippers; two ushers in the side aisles directing people to the center aisle, one line for each side of the sanctuary. Begin with the 2nd row then back to 1st row. This directing should be in a fluid gesture with the arm inviting people to come forward.
 - a) Be alert for people who seem confused about where to go and quietly approach them to offer further directions.
 - b) The choir takes communion first.
 - c) If one side of the congregation is finished before the other, direct people to vacancies no matter which side they are on.
- Direct pastor and communion assistants to those who are unable to walk to the altar.
- Remove filled communion trays (with cups) to kitchen when trays are filled.

After Service –

- Ushers can be stationed at doors where clergy are not greeting people to offer their words of welcome and greeting.
- Take collection plates (with offerings) to counters in office.
- Move communion cabinet back to side of altar.
- Police the pews (put hymn books and Bibles back into racks) and collect any bulletins or other trash from seats. Useable bulletins should be collected and re-ordered for later services.