

USHER TRAINING 2015

TIME	ACTION	LOCATION
20 minutes prior to service		
	Check in with A.M.	Sanctuary or Narthex
	Ask A.M. about communion method	Sanctuary or Narthex
	Ask A.M. about any handout distribution	Sanctuary or Narthex
	Unlock 3 doors (panic bars dog opened with hex key)	Front doors (Narthex AND entrance to Community Center) Back door on Smallwood Drive
	Turn on lights	Sanctuary and Narthex
	Check temperature	Thermostat
	Check all bathrooms: toilet paper, towels, hand soap. Refills are in the closet in the Fellowship Hall (cabinet to right of door); Code: 1981	Fellowship and Sanctuary buildings
	Check bulletins/children's bulletins	Table at the back of the Sanctuary on the right as you face out the Sanctuary doors
	Confirm that sign-in books have pens	Each pew
	Offering plates: Need at least 2	Table at back of the Sanctuary on the left, as you face the doors.
	Check spacing of chairs and give attention to spaces for wheel chairs	Back and sides of room

Prepare worship area
 before worship starts

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TIME	ACTION	LOCATION
Before Gathering Hymn	Hand out bulletins	Both Sanctuary doors
Greeting Worshippers	Help those with special needs to identify seating.	Sanctuary
	Assist worshippers finding available seats. If crowded, ask those seated to make room.	Sanctuary pews
	Find hymnals for late arrivers.	Sanctuary
	Politely control Narthex noise during Prelude. Gentle reminder to those in Narthex to come in and be seated.	Sanctuary
	Close Sanctuary doors right after Prelude and Service Notes.	Sanctuary
	1 Usher inside/1 Usher outside	Sanctuary doors
	Confession begins: Late worshippers wait until after to enter. Give bulletins. Encourage them to participate in Confession.	Narthex
	Allow latecomers to enter during Prelude, Gathering Hymn, after Confession.	
	Light the acolytes' tapers or the torches after the Confession.	Lighter in drawer of wet bar in the Narthex.

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During Worship

TIME	ACTION:	NOTES:
	<p>Control worshippers entering and exiting the Sanctuary. Refer to a copy of the bulletin which highlights the times for congregation to enter and exit the sanctuary</p>	
	<ol style="list-style-type: none"> 1. After Prelude and before the Service Notes. 2. After the Anthem and before the 1st Reading. 3. After the 2nd reading and before the Gospel reading 4. During the Children's Sermon 5. After the sermon and before the Apostles' Creed (children return to Sanctuary) 6. During the Peace and Announcements 7. During Communion 	
	<p>Head count of all worshippers.</p>	During Children's Sermon
	<ol style="list-style-type: none"> 1. The entire congregation 2. All worship assistants including Pastor, Assisting Minister, Organist, Multimedia engineer, choir and any other musicians 3. All adults and children in the Nursery 4. The count should be written in the New Attendance Booklet on the beam by the table with the bulletins. 	
	<p>Offering</p> <p>Pass the offering plates, starting at the front of the Sanctuary. If folks are sitting in the section of the extreme right (with all chairs), the usher on the right should go to the aisle between the sections and begin passing the plate from there – right section first. Return to the front of the center (right) aisle and begin passing the plate in the middle section.</p>	<p>The diagram shows a sanctuary layout with four colored shapes representing sections: a white circle at the top labeled 'Altar', a green trapezoid on the left labeled 'left', a red trapezoid in the center labeled 'right cent', and a red trapezoid on the right labeled 'right'.</p>

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TIME	ACTION
Offertory	Bring the Flagon (wine container) and the Paten (bread plate) forward behind the acolytes.
	<p>Ushers stop behind the Acolytes while they do the following:</p> <ol style="list-style-type: none"> 1. Acolytes bring the offering plates forward to “present” to altar. 2. Acolytes stand at the rail. 3. Acolyte on the right places his/her plate on top of the other plate. 4. Acolyte with both plates reverences the altar and takes the plates to the table in front of the brick wall. 5. The plates are placed on the bottom shelf. 6. Acolyte on the right stands on the step to receive the communion element from the usher. 7. The usher on the left hands the Assisting Minister the other communion element.
Communion	<p>Ushers move the communion cup table to the center of the aisle by the front pew.</p> <ol style="list-style-type: none"> 1. At the beginning of the Lord's Prayer, let the children who participated in Children's Time come into the Sanctuary so they can commune with their parents. 2. Direct extreme right to go first. Choir members commune at this time. 3. Direct the congregation, starting at the front of Sanctuary. Inform Assisting Minister and/or Pastor of anyone who needs communion where they are seated. 4. When directing worshippers to the chancel to commune, stop at the end of a pew, where possible; do not send more than 12 folks at a time to the rail. 5. At the point where almost all have communed, you may send worshippers to either side of the chancel to receive communion.

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After Worship

WHEN	ACTION	LOCATION
	BOTH SERVICES:	Sanctuary
	<ol style="list-style-type: none"> 1. Check pews for debris and discarded bulletins. 2. Rarely, you might even have to sweep or vacuum. 3. Straighten chairs, especially at the back right and left rows to adequate spacing between the rows. 4. There is a yardstick by the table with the bulletins. 	
	8:30 SERVICE:	
	<ol style="list-style-type: none"> 1. Get offering from the offering plates on the table at back wall. 2. Put the offering in an envelope and place it in the top drawer of the file cabinet in the Admin office. 	
	11:00 SERVICE:	
	<p>When straightening up the Sanctuary, remove the completed page from each of the Sign-in Books and place them in Dan Brennan's mailbox (3rd one from bottom) outside the Administrator's office.</p> <p>Check to see if the Tellers are in the Administrator's Office. If so, then take the offering from the table on the brick wall, place it in an envelope and give it to the Tellers.</p> <p>If the Tellers are not on site, put money in an envelope and place it in the top drawer of the file cabinet in the Admin Office. Teller may pick the offering up if they are in attendance at this service. Please coordinate this with them.</p>	
	SECURITY MEASURES:	
	Lock the doors:	<ol style="list-style-type: none"> 1. Narthex 2. Community Ministry Building 3. Back door on Smallwood Drive
	Turn off lights	<ol style="list-style-type: none"> 1. Narthex

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