

**ST. THOMAS EV. LUTHERAN CHURCH**  
**USHER GUIDELINES**

Revised: March 2018  
May 2016  
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July 2005  
January 1994

Ushering is a chance to serve God! Do your best! Be friendly! Greet people! Introduce yourself to visitors and guests. It is your responsibility to serve on the days you are scheduled. If you are unable to serve on your scheduled Sunday, it is **YOUR** responsibility to arrange for a substitute. In order for the weekly bulletin to reflect the names of those who serve, notify the Church secretary that you will not be able to serve, and give her the name of your replacement.

**GENERAL GUIDELINES FOR ALL USHERS**

- Dress code – Business casual, no jeans or tee shirts.
- **ARRIVE AT LEAST THIRTY (30) MINUTES BEFORE THE SERVICE STARTS.**
- Bulletins for both services will be in baskets, on the table, next to the usher's station. The Bell Tower usher should be certain bulletins are taken to that location.
- When no acolyte is present, the ushers are responsible for lighting the altar candles.
- If the balcony section is used, gather a couple of wooden offering plates to be ready for the offering.
- Review lights operation sheet, located at the usher stand. **IMPORTANT:** Familiarize yourself with the operation of ALL lights.
- Emergencies
  - **Phones** are located at the entrance to the Honduras Room, in the library, and in the kitchen, next to the refrigerator.
  - **Elevator** – Detailed instructions for enabling the elevator if it is lodged between floors, are located in the elevator room in the downstairs nursery, and on the bulletin board at the usher station. An elevator key is located in the small closet (next to the restroom) in the narthex, hanging on a hook to the left of the shelves, and inside the downstairs nursery on a hook to the left of the door frame.
  - **Ambulance/Police/Fire** – Dial 911 from church telephone, as it will provide emergency personnel with exact location.
  - **EMS Trolley** is located at the bottom of the stairs from the Western Avenue entrance.
  - **AED Defibrillator** is located at the Western Avenue entrance at the top of the stairs.
  - **First Aid kits** are located 1) above the usher stand in the narthex, 2) in the kitchen on the wall between kitchen and serving area, 3) at the south end of the basement under the clock.
  - **Wheelchairs** are located 1) inside the Stanley Street entrance, 2) from the Western Avenue entrance, at the top of the stairs, under the coat rack, 3) in closet in the Honduras Room.

## RESPONSIBILITIES

- Because worshipers enter through all doors of the church, it is most important for ushers to be positioned at as many entrances as possible. It is especially important to **ALWAYS** have one usher assist in the use of the elevator.
- The usher team, scheduled for the specific service, is to determine individual responsibilities for that service:

### **Entrance locations for individual ushers – Elevator (Stanley Street), Western Avenue, Bell Tower, Narthex.**

- The usher stationed at the Bell Tower entrance will toll the bell as follows:
  - (a) 15 minutes prior to the start of the service,
  - (b) At start of the service (8:00 a.m. and 10:30 a.m.),
  - (c) During the Lord's Prayer (instructions are on the wall next to the rope).
- Ushers **approaching** the altar (chancel) to receive the offering plates:
  - (a) Two ushers – Stand in middle of aisle at bottom of the stairs to the chancel.
  - (b) Four ushers – Two ushers behind the front two ushers, each move to the side of the front ushers and stand in the middle of the aisle at the bottom of the stairs to the chancel.
- Ushers **recessing** from the altar (chancel) after returning the offering plates:
  - (a) Two ushers – Turn to the outside before walking away from the chancel.
  - (b) Four ushers – From the middle, ushers turn to the outside before walking away from the chancel.
- After the service, check pews for hymnal placement, left-over bulletins and other items.
- Other responsibilities as designated by the usher team and/or Pastor.
- Sanctuary thermostat is preprogrammed for HEAT to be raised/lowered 4 hours ahead of the first service, and will reset itself after the second service. No other action is needed.

- Specific usher duties for each service

- **First Service** – Team leader (Marty Andrews, Roger Clark, or Jack Douglas) will be responsible for the following tasks:

- (a) Unlock doors including Western Avenue, Stanley Street, Honduras Room parking lot, Bell Tower, and Christian Education main entrance.
- (b) Turn on lights; follow lights operation sheet at usher stand.
- (c) Make certain elevator is operating by ensuring it is available at the Stanley Street entrance. The light in the elevator should be on at all times.
- (d) In hot weather, turn A/C on in Honduras Room; set at 74 degrees. In cold weather, set heat at 70 degrees. Thermostat should be left on heat in cold weather.
- (e) In hot weather, open stained glass push-out windows and open doors.
- (f) In case of snow, ensure entrances are clear of snow and spread salt if necessary.
- (g) Make certain a glass of water (taken from the kitchen) is on shelf under the pulpit for Pastor, and at the lectern if there is an Assisting Minister.
- (h) Place money pouches (located in the lower cupboard, left of the TV) for offering in the library.
- (i) Serve as acolyte, and light candles and carry cross to the chancel, if no designated acolyte is available.

- **Second Service** – Designated lead usher will be responsible for the following tasks:

- (a) In case of snow, ensure entrances are clear of snow and spread salt if necessary.
- (b) Make certain a glass of water, taken from the kitchen, is on shelf under the pulpit for Pastor and Lectern, if there is an Assisting Minister or Lay person.
- (c) Serve as acolyte, and light candles and carry cross to the chancel, if no designated acolyte is available.
- (d) Turn off all lights; follow lights operation sheet at usher stand.
- (e) Make certain elevator light is left on.
- (f) In hot weather, turn A/C off in Honduras Room. In cold weather, after services are concluded, turn heat down to 62 degrees.
- (g) In hot weather, leave stained glass windows open.
- (h) Lock all doors (see item a, under First Service).

- Baptism

- Reserve pews in the front or back (depending on where the baptism is to take place) for families involved. Check with family to determine how many pews will be needed.
- Put very warm water in the baptismal ewer (pitcher), which is found in the sacristy. Check water temperature by putting some on the underside of your wrist.
- Check with Pastor to ensure that napkins and certificates are on the stand next to the baptismal font.
- After the service, put away the ewer and bowl in the sacristy cupboard. Use paper towel from the Honduras Room to thoroughly dry before putting away.

- Communion

- **Communing at the rail**

Shut gate and put kneeling pad in place when Pastor and communion assistants are finished communing at the rail.

- **Continuous Communion**

- (a) Two ushers in center aisle, just ahead of first pew. Their responsibility is to see that people go forward, begin at the center of the altar rail, and fill in toward the outside. Be sure each person takes a cup from the table in the center. When a tray becomes empty, place it on the table at the head of the side aisles. **Be alert to assist those who have difficulty with the steps. Don't hesitate to step forward to offer assistance.**
- (b) Two ushers place themselves near the side aisle, and be ready to assist communicants who have difficulty with the steps as they return from the altar. Ushers should also check the table, trays and boxes for the used cups.
- (c) Ushers should inform communion assistants when there are individuals who are unable to come forward, and request communion be served in the pew.
  - **Communion by Intinction**
- (a) Two ushers in center aisle, just ahead of first pew. Their responsibility is to see that people go forward to receive bread and wine from the communion assistants.
- (b) Ushers should inform communion assistants when there are individuals who are unable to come forward, and request communion be served in the pew.

- Other Information

- Specific individuals are responsible for placing monetary offerings in the church safe:
  - (a) 8:00 a.m. – Marty Andrews, Roger Clark, or Jack Douglas
  - (b) 10:30 a.m. – Lowell Beethem or Greg Elliott