Usher’s Instructions

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St. Paul’s Lutheran Church

Crookston, MN

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**BEFORE THE SERVICE**

1. Be on deck 15 minutes before the service begins.
2. **Have one usher stand at the North Exterior Door and assist people who need help entering the church.**
3. Check for items to be distributed: Hand out bulletins and Scripture sheets. Everything will be on the table at the back of the sanctuary, including any special instructions.
4. Post the hymn numbers. The “number box” is in the sacristy (the small room behind the choir pews). The hymn numbers are listed in the Order of Worship in the Sunday bulletin and /or on a special information sheet for the ushers located with the bulletins and Scripture sheets.
5. Check ventilation and lights. Light switches and thermostats are at the back of the sanctuary near the main doors.
6. Light the altar candles when there is no acolyte. Light candles 5 minutes before the service begins. The candle lighter is found in the sacristy closet. .Matches should be available on the sink counter in the sacristy.
   1. Approach the altar through the center opening
   2. Pause a few seconds at center of the altar giving honor and reverence to God.
   3. Light the right candle first, then the left.
7. Ushering:
   1. Seat people only when:
      1. the sanctuary is well filled
      2. worshipper is a visitor
      3. when it seems he/she needs help in seating decision
   2. Try to reserve the back four pews on each side for parents with little children, and for late comers.
   3. Seat late comers only during singing – never during prayers or scripture reading.

**DURING THE SERVICE**

* + - 1. Check the hallway for roaming children
      2. Adjust ventilation as necessary, but ONLY during singing.
      3. If an animal wanders in, take it out.
      4. Take the offering at the designated time in the printed Order of Worship.
         1. Two ushers down center aisle and one down each side aisle. Begin at the front pew and proceed to receive offering, moving toward the rear of the church.
         2. After the offering has been received, two ushers bring the plates to the Pastor at the gate in the communion rail.
         3. After Pastor has received the offering, the ushers return to the front pew until the close of the service to usher the congregation out.
      5. Count attendance. Count everyone present (including babies, organist, singers, pastors, yourself) at the same time during the service. Also include those working in the kitchen. Record attendance on the record sheet posted at the back of the sanctuary.
      6. Ushering for Holy Communion.
         1. Two ushers bring the communion elements to the altar with two ushers bringing the offering plates.
         2. Place insert in communion rail before leaving the chancel.
         3. All four ushers return to front pews.
         4. After the Lord’s Prayer, two ushers stand near the bottom step of the chancel ready to assist communicants who may need help in moving up and down the steps. The two remaining ushers are to be position ready to count and usher the communicants from the pews. Normally, 24 people can commune at a table at one time.
         5. While the pastor and assistants commune first, this shouldn’t prevent or slow down the flow of communicants coming forward.
         6. Communicants come to the rail up the center aisle and return to the pews by the side aisles.
         7. The organist and choir, if communing, will go to the first table; fill up the table if it isn’t filled.
         8. Ushers, if communing, go to the last table.

**AFTER THE SERVICE**

1. If there is no acolyte, extinguish the candles during the last hymn. Stop for a few seconds of reverence to God in front of the altar. Extinguish the right candle, then the left.
2. Two ushers be ready to usher worshippers out after the final hymn and after the candles are extinguished.
3. Pick up misc. paper, garbage, etc. in the pew areas.
4. Straighten and replace hymn books in the racks.
5. Put completed communion cards in the basket with the left-over bulletins.
6. Turn off lights and close windows after each service. Turn down the thermostat after the final service of the day.

**ALWAYS…..**

**Be friendly!**

**Speak softly!**

**Be dignified at all times!**

**You are the best P.R. committee at the Service!**

***Thank you for your service to St. Paul’s and to the Lord!!***