

# CLC USHER DUTIES

## Before Service

Arrive 20 minutes before service is scheduled to begin.

1. Find your name tag and wear it or wear the new blue usher lanyard. The lanyards are hanging on the badges cabinet. Use dry erase marker to put your name on the badge.
2. Open all doors to the Sanctuary. Turn on lights.
3. Be sure to wear your name tag or the usher lanyard. Locate bulletins. Identify the other ushers working with you.
4. Greet all worshippers and hand them a bulletin. If there are children ask them if they would like a children's bulletin.
5. Guide/assist congregants to their seats if necessary.
6. Close Sanctuary doors 10 minutes before the service to allow for quiet reflection and prayer.
7. One usher should stand outside for late arrivers. Other ushers should stand to the back of the Sanctuary.
8. Worshippers may be allowed in during the announcements and temple talks. If the Order of Confession and Forgiveness has begun, they must wait until the Processional Hymn to enter the Sanctuary. Ushers inside will help guide them to a seat.
9. Help light Acolyte's torch. If no Acolyte arrives ushers should light the candles during the Processional Hymn, also the ushers will need to extinguish the candles at the end of the service as well. The Acolyte should bring the torch with them, if not, the torch is in the library. A lighter is located above the Sanctuary doors. **ALTAR CANDLES SHOULD BE LIGHTED FROM LEFT OT RIGHT WHEN FACING THE ALTAR.** The Paschal candle at the Baptismal font should be lighted at all baptisms and funerals as well as Festival Sundays (when white paraments are on the altar). Light the Paschal candle first as the procession begins.
10. Ushers should sit in the last pew during the service to assist latecomers or to assist anyone who made need assistance. Additionally, keep alert for latecomers and anyone else who may enter the church.
11. If it is obvious that a person is a first-time worshipper with us and you have an opportunity, ask a member familiar with the service to assist them with the service.
12. During the children's sermon or during the offering, church attendance should taken. Count all people in the church building, sanctuary, narthex, nursery and kitchen. Then write the attendance in the Attendance Book for the appropriate date. The book is located on the bottom shelf inside the video area.

## Offering

If the choir is singing, they will wait for the ushers to get the collection plate before they begin.

As soon as the choir is settled and the choir director steps aside begin walking forward to receive the collection plates. Otherwise, the Acolyte will bring the plates to the front of the Altar.

1. 2 or 4 ushers may be utilized. If 4, one usher should go down each outside aisle and 2 ushers should approach the altar to receive the offering trays. If there are only 2 ushers both go up the middle aisle.
2. Once at the altar the ushers receive the trays from the assistant then turn and pass the tray to the congregation row by row until complete.
3. During the Offertory two ushers should approach the altar with the offering trays, hand the trays to the assistant, bow to the cross, return to the back of the Sanctuary.

## **Communion Duties**

### **Three Styles of Communion**

#### **Communion from the Communion Rail**

Need 4 people for a smooth operation, but can be done with 2.

1. After the Lord's Prayer when the Agnus Dei (Lamb of God) starts, the communion assistants will walk to the altar. The ushers should stand at the back. As the Minister is distributing communion to the communion assistants, acolyte and crucifer, all ushers should approach the altar up the center aisle.
2. 2 ushers should remain at the edges of the front pews to monitor flow to the altar and to assist those who may need some help.
3. 1 usher, at each side, should communicate to the congregants when they can approach the altar. No more than 6-8 people per side, for social distancing should be sent to the Altar Rail. Try not to split families, sending fewer up if necessary. As the first group begin to be offered the host begin counting out the next group. As the last person leaves the next group will be ushered to the rail.
4. Right side usher should guide the worshippers to the far right of the rail then fill to the front. The communicants to the far right should depart first.
5. Left side usher should encourage worshippers to start at the back of the rail and also fill to the front. That causes less congestion around the Lectern. The communicants at the beginning of the rail should depart first.
6. Ushers will take communion with the last table, or last.
7. If anyone desires communion at their seat the ushers should make the Pastor aware. Usher should then stand by that person to help identify where they are seated.

#### **Intinction**

Generally used at large attendance events, Christmas Eve and Easter.

At this service there will be 3 communion assistants plus the Pastor allowing for 2 continuous lines to form up and receive Communion to help the flow move faster.

8. After the Lord's Prayer when the Agnus Dei (Lamb of God) starts, the communion assistants will walk to the altar to receive Communion.
9. 2 ushers will move to the front of the church as the Communion assistance are receiving their communion. Ushers will stand one on either side of the aisle.
10. When the minister and assistants are in position, the ushers will notify the worshippers they can approach to receive communion. Keep the line moving but not crowded. Be aware that not all worshippers walk at the same pace.
11. Ushers will be the last to receive their communion.

## Covid Communion

At this service there will be 3 communion assistants allowing for 2 continuous lines to form up and receive Communion to help the flow move faster.

12. After the Lord's Prayer when the Agnus Dei (Lamb of God) starts, the communion assistants will walk to the altar to receive Communion.
13. 2 ushers will move to the front of the church as the Communion assistance are receiving their communion. Ushers will stand one on either side of the aisle.
14. When the minister and assistants are in position the ushers will notify the worshippers they can approach to receive communion. **Keep the line moving but allow for social distancing (mention to the worshippers to keep spacing). Be aware that not all worshippers walk at the same pace.**
15. Ushers will be the last to receive their communion.

## Close of Service

1. During the last stanza of the closing hymn ushers should open all the sanctuary doors leading into the narthex.
2. One or 2 ushers should collect all unwanted bulletins and discard in recycle bins.
3. After the service walk the pews and pick up trash and straighten hymnals.

## General Notes

1. There are large print bulletins on the table by the entrance to the Sanctuary.
2. Ushers should remain alert to the health of the parishioners during the service.
3. If someone visits the Church who asks for financial assistance Christ Lutheran has a gift card program for that occasion.
4. Do not touch the Sanctuary thermostats, they are on a timer. If you do need it cooler or warmer there are up and down arrows. Push them and NOTHING else. Thermostats will revert to program after 2 hours.
5. Lighting for the church is along the west wall in the back.
6. The east wall windows have blinds that can be raised or lowered by hand. If the sun is blaring in, they will need to be lowered, if cloudy raise to allow more light into the Sanctuary

## Emergencies/Security

7. Tornadoes-best place is to move people into the hallway by the bathrooms. Not everyone will fit, women and children first. Also, the pews are pretty strong so maybe hiding beneath them would help.
8. Fire extinguishers are scattered around the building. Located in the hallway, kitchen, Sacristy. Do you know how to use?
9. Health-AED on the wall, we need recurrent training on use of that.
  - Call 911 on cell, office or wall phone.
  - Meet ambulance at the door
  - Ask if any doctors or nurses in attendance who may help
10. Active Shooter-AVOID-DENY-DEFEND
  - Be aware of who is coming in and out of the church
  - Know where the EXIT's are
  - Keep backdoors locked\*
  - Call 911

\*It has been discussed, but not approved, that the back doors to the property should be locked to enhance security

### **Sign Up On-Line**

1. [clcwestcobb.org](http://clcwestcobb.org)
2. scroll to bottom of home page to Sunday Servants
3. click on web link in blue to get to the sign-up sight

### **Demonstration Items**

Lights  
Thermostats  
Blinds  
Gift Cards  
Dry Erase Marker  
Location of Fire Extinguishers  
Door locks