

## USHER'S INSTRUCTION SHEET

Thank you for assisting our worship by being an usher.

This time of worship is vital to the spiritual life of each person present. They will be uplifted in faith by hearing the word of God, praising Him in hymns, praying, communing and in making their offerings to Him. You as an usher will help them succeed in worship in several important ways. Your duties include:

1. Be present 15 minutes before the service begins. Put on your name badge to identify yourself to visitors and check with the duty elder for any special instructions for the service.
2. Remain near the back of the church before the service and greet people, especially visitors. Let them know a friendly congregation welcomes them! Watch for and assist any who may arrive after the service begins and help them find seats.
3. Distribute "Welcome" folders to all guests. During the announcements Pastor will ask the visitors to identify themselves by raising their hand. When they raise their hand please hand them a Holy Trinity travel mug. If you haven't already given them a visitor packet, you may also hand them one of these.
4. Take the offering plates up all 3 aisles. Pass the plates from front to back. When finished, **stand at the back until the organist begins the Offertory**; then take the offering forward to the Pastor. Wait for him to dismiss you before returning to the back of the church.
5. Count the house, including children and the nursery, and give the attendance figure to the duty elder.
6. When there is Communion, the congregation approaches the altar by the center and returns to their seats by the side aisles. The duty of one usher will be to let each row know when to move forward. One usher directs people to go up from pews. The other usher makes sure the basket for empty cups is out. The ushers on duty should arrange their plans together.
7. After the service, take a few minutes to walk through the sanctuary to see that the chairs are in place, hymnals replaced, and to pick up any papers or trash that people may have left behind.
8. Following the 10:30 a.m. service aid Elders in tearing off attendance sheets and place on Pastor's desk.
9. As you tear off the attendance sheets, check to see if there are any prayer request cards in the folder. If not, open the book and place it on a chair. The office secretary will then add prayer request card to the attendance roster.

Again, thank you for assisting as an usher.

***May God's anointing be on each worship service and on all who assist in it.***