

Immanuel Lutheran Church – Fargo, ND

TIPS & GUIDELINES FOR USHERS

(last update: 2021March29)

**=changes because of health crisis have been made*

- I. **Personal Appearance:** Because of the tremendous impression one makes with his/her personal appearance, it is suggested that the Ushering Personnel be as neatly dressed as possible (no shorts, cut-offs, or mini-skirts, please.)
- II. If you are not available to usher on your scheduled Sunday, please contact your Usher Team Leader as soon as possible.
- III. **Arrival of Ushers:**
 - A. The Usher in charge (usually the Team Leader) should arrive at least 25 minutes before service begins.
 - B. The rest of the Usher Team should arrive no later than 20 minutes before the service.
- IV. ***Usher Locations:** One or two Ushers should remain by main [east] sanctuary doors; *one by southeast sanctuary doors; one roaming as needed. *During the health crisis, these doors remain closed, so no one is stationed there.*
- V. **Duties:**
 - A. **Usher in Charge:**
 1. *Verify hymn boards are accurate. *During the health crisis, the hymn numbers were not on boards, but this is being phased back into the preferred procedure.*
 2. Verify doors are unlocked (main church doors, north door, and west main doors, **BUT NOT the east doors by the kitchen.**)
 3. Turn on lights, if needed. Ensure proper ventilation.
 4. Check with pastor(s) about special events, such as Baptism, special talks, etc. that will be held before/during/after services. Some occasions require reserving of pews.
 5. Be sure bulletins are available for *Ushers to hand out. *During health crisis, people take their own bulletins from the basket.*
 - a. Children’s bulletins for the service are in a basket on top of the regular bulletins.
 - b. Additional children’s bulletins are available in the church office (to the left of the mailboxes), if needed.
 6. Direct traffic so all people may efficiently be seated in pews.
 7. **Ensure number in attendance is taken and recorded** in logbook (N. sacristy cupboard).
 - a. The procedure for taking attendance will be left up to each Team Leader as his/her team feels comfortable.
 - B. **All other ushers:**
 1. Greet with a friendly, courteous and sincere “Good Morning.” SMILE. Since we are representing our Church and the Lord, it should be our duty to make a most favorable impression and in so doing, make the worshippers feel at home. Always try to do your job with as little commotion as possible.
 2. If showing parties to a pew, remain until you are sure they have enough seating space, etc.
 3. Distribute an adequate number of bulletins, especially when there are bulletin inserts.
 4. Notes or prayer requests may be handed to you; give them to the Usher in Charge.
 5. Be helpful and assist worshippers as needed.
 - C. After greeting and announcements are over, **close ALL doors to sanctuary.**
 1. If there are late-comers, *wait* to usher them in until there are no prayers or readings from the Bible in progress.
 2. One usher needs to stay in the Narthex area for at least 5 minutes after the service begins to ensure latecomers are seated properly, **and have masks – expected or encouraged, dependent on service times.*

- D. ***Offering:** *(No offering is taken during the health crisis. A plate is placed in narthex for parishioners.)*
1. Two ushers will proceed up the center aisle to accept the empty plates from the pastor. Two other ushers will walk up outside aisles and wait to accept plates as they are passed down the pews. When the collection is complete, two ushers will return plates to the front.
 2. *Turn inward* when leaving the chancel area.
 3. Pass plates to pews requiring a plate, not simply every-other pew.
- E. **Communion:** *Ushering to communion is limited to one family group or two individuals, spaced 6-feet apart, per side per table.*
1. The communion rail holds approximately *14 people at a time.
 2. *One or two Altar Ushers will direct about 7 people to each side section of the communion rail.
 - a. Try not to split up couples.
 3. *One or two Ushers will send people to the front at the direction of the two Altar Ushers. *(No waiting lines during health crisis.)*
 - a. Do not prematurely usher people out of pews and create long waiting lines.
 - b. No more than 7-10 people should be waiting in line at a time, if possible.
- F. **Post-Service Duties:**
1. After 2/3 of pews are ushered out, begin **cleaning up:** remove bulletins, paper, etc. from pews; replace hymnals in rack, etc. One Usher should be appointed to collect and organize bulletins after services.
 2. Note about **Bulletins:** It is nice – *but not necessary* – to collect bulletins from people after the first service. **Covers** are re-used seasonally, but it is more important to allow people to take the Immanuel News home than to retrieve them for recycling or re-use. Parishioners may leave the bulletins, if they desire, at the back pew of the sanctuary.
 3. Update **hymn boards** as necessary after first service.
 4. *Ensure **collection plates** are removed from the chancel and money is placed in the safe. **Return** empty collection plates to shelf in chancel. *Money should be removed from narthex and placed in the safe. Ensure a collection plate remains in the Narthex.*
 5. **Shut off** all lights a few minutes after last service of the day, including basement lights. Also, **turn off the PR TV** (monitor in the Welcome Hall) by using the controller – which is attached by Velcro behind the lower right-hand side of the PR TV. Replace the controller after use.
 6. *After last service, **collect** completed Fellowship Record Sheets in a pile, and **return** with leftover bulletins in the wire basket(s) to the ‘extra’ desk [straight ahead] in the office. *There are no Fellowship Record Books during the health crisis. Yellow “I Worshipped Today” Cards may be implemented. Yellow “IWT” Cards, when implemented, should be gathered and placed on the secretary’s desk in the office.*
 7. Make sure all doors are locked after the last service.
- VI. **Emergencies:** Never overlook the possibility of an emergency (such as fire, fainting or sickness.)
- A. **Stretcher** (if needed) is in the Narthex, as are other aids. (There are more aids in the basement, near the elevator.) There are several parishioners who have taken the training for the **AED** (Automatic Electro-Defibrillator); AED is located on the wall around the corner from the elevator door on the main floor. **Listing** of those trained on AED is in the Cry Room, behind the door.
 - B. One Usher should be **available to open** the main door between the Sanctuary and Narthex during the services for those who might have to leave or go out for a short time.
 - C. **Key** for west entrance is on a keyring in the cupboard above the light switch in the south sacristy.
 - D. **Key for the fire alarm** is located in the copy room of the office, in the top left-hand cupboard (Red keychain). Instructions to silence fire alarm are posted above remote annunciator in west (parking lot) entrance.

Above all, if we use good manners and common sense, our duties as Ushers will help the worshippers to experience meaningful worship each service.

Please contact the Head Usher, Danny Montana (dmontana55@gmail.com; 701-200-8223), with any questions or concerns regarding Usher duties or scheduling.