

Immanuel Lutheran Church – Fargo, ND

TIPS FOR USHERS

(last update: 2016October 10)

- I. **Personal Appearance:** Because of the tremendous impression one makes with his/her personal appearance, it is suggested that the Ushering Staff 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:**
 1. The Usher in charge should arrive at least 25 minutes before service begins.
 2. The regular Ushers 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.
- V. **Duties:**
 - A. **Usher in Charge:**
 1. Verify hymn boards are up-to-date.
 2. Verify doors are unlocked (main church doors, north door, and west main doors, east doors by kitchen.)
 3. Turn on lights, if needed. Ensure proper ventilation during summer.
 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.
 6. Direct traffic (so side ushers may have people to usher into pews.)
 7. Enter attendance figures in log book (in north sacristy cupboard) after the service.
 - B. **Regular 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**. If there are late-comers, wait until after Confession/Absolution to usher them in.
 - D. **Offering:**
 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. Face the front of the Church when taking collection (walking backwards from pew to pew.) Pass to the pew requiring a plate, not simply every-other pew.

4. The procedure for taking attendance during offering will be left up to each team leader as his/her team feels comfortable.

E. Communion:

- a. The communion rail holds approx. 14 people at a time.
- b. Two Altar Ushers will direct about 7 people to the rail sections.
 - i. Try not to split up couples.
- c. Two Ushers will send people to the front at the direction of the two Altar Ushers.
 - i. Do not prematurely usher people out of pews and create long waiting lines.
 - ii. 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. Update **hymn boards** as necessary after 8:15 service.
3. Ensure **collection plates** are removed from the chancel and money is placed in the safe. **Return** empty collection plates to shelf in chancel.
4. **Shut off** all lights after 11:00 service, including basement lights.
5. 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 in the office.
6. 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.)

1. **Stretcher** (if needed) is in the Narthex, as are other aids. There are several parishioners who have taken the training for the **AED** (Automatic Electro-Defibrillator), which is located on the wall around the corner from the elevator door on the main floor.
2. One Usher should be available to open the main door during the services for those who might have to leave or go out for a short time.
3. **Key** for west entrance is XXX
4. **NEW in 2016: Key for the fire alarm** is located in the copy room of the office, in the top left-hand cupboard (Red keychain).
5. **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](tel:701-200-8223)), with any questions or concerns regarding Usher duties or scheduling.