

Guidelines for Ushers at Saint John Lutheran Church

Head Ushers

- Please check with the Pastor before the Service to see if he has any special requirements or needs, such as special communion arrangements or special offering instructions.
- Please ask for assistance if your Ushering crew is short members. There are many people whom can be of assistance at each and every service.
- Communion is offered on the First and Third Sunday and also at the Contemporary service on the 2nd Sunday at 11:00 a.m.
- Please note: After the Congregation has been served, then serve the Chancel Choir.

All Ushers

- Please be at Church 15-30 minutes prior to the start of the service.
- Please sign in.
- If short ushers, ask someone from the congregation for assistance.
- The aisle ushers should count and record the congregation attendance.
- Ushers should carry the collection plates upright in front of themselves.
- In collecting the offering, Ushers should remain facing the front of the church and glance sideways to the pew to follow the progress of the collection plate.
- The offertory music signals the collection will go forward to the Altar.
- When there is not Offertory music in the bulletin, check with Pastor to how to proceed with the Offering. It may not go forward to Altar.
- Communion is best done with 6 Ushers, if possible. Serve Congregation first, then Chancel Choir.
- Communion, serve 14 people on the West side and 15 people on the East side, maximum.
- After the Service, please clear the pews of bulletins and other waste.

Security

Please make sure that you implement the following directions on checking the various areas of the church: before, during, and after the services. Listen for the back doors from the rear parking lot being opened during the services. Check to see who has entered the building. This is important during the 11:00 a.m.

Services. During the services please check: the rear hallways, the restrooms, and the parking lots for any problems. After the start of the 11:00 a.m. Service, be sure the South 7th Street door is locked (By both the crash bar and the outside handle.) If the outside handle is Un-Locked, please notify the Pastor before leaving. Each floor of Harrison Hall is to be checked for lights left on and any possible intruders.

Please sign in on the ushering sheet. It is important that you take attendance (The Count) at all services. Please include Choir Members and those assisting with the service.

THANK YOU!