

CHRIST THE SERVANT LUTHERAN CHURCH

Guide For Ushers

Prior to Worship

1. Arrive - At least 20 minutes prior to worship. Bring your CTS door key, just in case. The building key will also open the Sacristy door. Plug in Fountain in Narthex.
2. Heat/Fan - The Sanctuary heat register is on the rear left wall (near the sound board area). The fan runs continuously when the heat is in the "occupied" mode. The thermostats are pre-programmed; no adjustment should be required. Look at the register display. If the word "Occupied" appears in the lower left, the program is running. If the words "HOLD 60 °F" appear, the program has been interrupted. To reset, flip down the register cover and push the "Run Program" button (TOP LEFT BUTTON). The display should now read "Occupied," and the heat should adjust itself to 67 degrees. (Be patient; it may take awhile.)
3. Lights - Lighting panel is on the Sanctuary wall by soundboard. "Full" button for morning services. For evening services, press "Scroll" up (▲) button one time; screen should read "Evening." Press "Enter."
4. Bulletins - You will find the bulletins either in the Sanctuary or the Sacristy (depends on weekend building usage). Place children's bulletins by the crayons on the hymnal cart in the Narthex.
5. Hymnals - Check the top of the first page of the bulletin to see which hymnal is being used. Most Sundays it is the *ELWs* which are on the chair racks. However, if the hymnal is *With One Voice* (blue), place stacks of these on the hymnal carts by the doors, to facilitate handing them out with the bulletins. Place some bulletins (and hymnals, if using WOV) on hymnal cart by the side door.
- * 6. Place hymnals on Pastor, AM, Reader, and Acolyte seats (front row, right)
7. Doors - Open center and side sanctuary doors. Ushers stand at each side of double (center) doors.
8. Greet - Warmly greet worshipers. Hand out bulletins and children's materials, if appropriate.
9. Inform - Kindly inform parents with small children of the location of the nursery, and the side room, off the Sanctuary, where infants may be cared for during the service.

During Worship

1. Remain at the doors until the Children's Chat to assist latecomers.
2. Welcome Pads - 8:30 & 11:00 - When children come forward for the Children's Chat, distribute the Welcome Pads, starting in the front Center aisle, for the center sections, and moving to the front of side aisles, distributing from front to back. Watch for when the pads have made it to the ends of the aisles, then pick up. [*Evening Service* - Welcome Pads are passed when offering is taken, and collected after the service.]
3. Attendance count - Count during the reading of the first lesson to include latecomers. Record attendance count on chart posted on the kiosk in the Narthex. Include nursery (children and adults)
- * 4. Prayer Book - During the Sermon hymn, remove the Prayer Request book from its place in the Narthex and bring it to the presiding Pastor.
5. Offering - Receive offering baskets from acolyte at appropriate time. If no acolyte, or acolyte does not get the baskets, come forward and cue the acolyte or retrieve the baskets yourself.
 - 8:30 & 11:00 - Four baskets should be available. Each usher should take two baskets and go to the side aisles, where the center sections and side sections can be served simultaneously. Work from front to back. This method can be adjusted to suit the size and seating of the congregation.

- *Evening Service* - Pass out the baskets as instructed above. Then pass out the welcome pads in the same manner, from the side aisles, where the center sections and side sections can be served simultaneously. Pick up the Welcome pads at the end of the service.
- *All services* - Bring baskets to the altar during the offertory hymn, or whenever the pastor signals.

6. Communion -- Begin directing the congregation to communion (as described below) while the communion servers are being served; do not wait until the servers are finished. Side sections go first - simultaneously.

Left Side Section, beginning in the front, usher will direct people down the left side aisle to fill the left side of the semi-circle, from the edge to the center. People return to their seats via the Far Left Aisle.

Right Side Section, likewise, EXCEPT that people should be directed to fill in the semi-circle from the center to the right edge. People return to their seats via the Far Right Aisle.

Center Sections: When a side section has finished, the usher moves to the front of the center aisle and begins directing people to the front via the center aisle in the same manor as above; they should return via the side aisle.

Evening Service —If people are sitting in center sections only, ushers should direct people from the center aisle. Those from the Left Center section should form the left half of the semi-circle, and the Right Center section forms the right half of the semi-circle. When there are a small number of worshipers, the process is appropriately flexible.

Please watch for the WTA van, and if it arrives before church is out please ask them to either wait or come back in 15-20 minutes if they can.

After Worship

1. Straighten sanctuary, picking up bulletins and hymnals that are left on chairs.
2. After 11:00 and *Evening Service*
 - Tear off top page of each Welcome Pad and place in secretary's basket in the office. (If liturgy booklets have been used, take to office and place on office shelf.)
 - * ▪ Place ELW hymnals onto chair racks, with spines facing the rear of the chair.
 - For Sanctuary lights—on light panel, press OFF button (lights will dim gradually).
 - * ▪ Unplug fountain in Narthex.

