

## Guidelines for Ushers

**NOTE: The Monthly Church Newsletter will include usher assignments for the coming month.** Should you be unable to serve on your assigned Sunday, please find a replacement from the attached list of other ushers and let the church secretary know early in the week before, so that appropriate changes can be made in the bulletin. **If you are unable to find a replacement, please contact the head usher for your group (listed first) or contact the church office (830-693-2253).**

### BEFORE WORSHIP

- (a) Please try to be at church at least 30 minutes prior to the service.  
*The head usher is responsible for briefing the other ushers and assigning duties for the service.*
- (b) Put on the usher nametags, placed on the bulletins cart.
- (c) Greet people as they arrive. Pass out bulletins, standing near an entrance to the sanctuary. Once the procession begins, close all sanctuary doors to minimize noise from the narthex.
- (d) Direct parents to children's bulletins located by the nursery door.
- (e) Ask handicapped individuals if they prefer communion brought to their pew. Notify the pastors.
- (f) Hearing enhancement devices are located in the narthex on the brown wall shelf.
- (g) Assist people in finding seats when needed.

### DURING WORSHIP

- (a) Close the main doors to the sanctuary after the entrance procession enters.
- (b) NOTE: Conversations in narthex can be heard in sanctuary. Be aware of your volume during worship.
- (c) Leave the narthex lights ON as a way of being welcoming to visitors who arrive after worship starts.
- (d) Assist latecomers in finding seats. Avoid seating latecomers during times of prayer.
- (e) Count the attendance sometime during the liturgy (be sure to include the nursery, choir, musicians, and worship leaders). Write the attendance in the attendance book located on the bulletin cart.
- (f) Collect the offering and usher people to Communion. (details below)
- (g) Be aware of people in need of assistance of any kind during the service.
- (h) Assign one usher to patrol the building during the service.

### AFTER WORSHIP

- (a) The head usher (or designate) should remain until all worshippers have left.
- (b) ***Put offering in the safe after worship.*** We have installed a drop slot depository safe in the office copier/work area room. It is located in the northeast corner of the room by the door leading to the school hallway. It is mounted on the bottom shelf, above the drawer. Take the contents of the collection plates and put it in the safe via the slot at the top of the safe.
- (c) ***Collect worship attendance sheets*** from each pew (after late service). **NOTE: Lay attendance books flat on pew seat, not tucked into side of cushion.** Straighten out hymnals in pew racks and remove bulletins left in pews. Also verify that there are sharpened pencils in each rack.

*Your suggestions are always welcome! Thank You!*

## **PROCEDURE FOR OFFERING**

The offering plates are located in the Narthex, on the table with the bread and wine for communion.

Three ushers collect the offering. **NOTE: Begin before the choir starts singing.** The center-isle usher will take two offering plates and hand to those on the first rows of the center sections. The other two ushers will take one plate and begin at the first row of a side section. Ushers then keep the offering plates moving down the pew sections in a back and forth fashion until they have been passed along all pews.

When the offering is completed, the ushers will gather in the narthex and combine the offering into one plate. One usher will then bring the offering forward to the communion table; the other two ushers will be responsible for the bread and wine.

## **PROCEDURE FOR COMMUNION**

When the singing of the offertory **begins**, the bread and wine and offering are brought forward to the altar as follows: Facing the altar, one usher will carry the bread on the right side of the aisle while another usher carries the wine on the left side of the aisle. The third usher will carry the offering center aisle, trailing the others. The minister facing you **on the left** will take the bread and wine, the two usher will split to allow the offering to be taken by the minister **on the right**, and then the three ushers will return to the narthex.

### **COMMUNION BY TRAYS (2<sup>nd</sup> and 4<sup>th</sup> Sundays)**

After the Lord's Prayer, the ushers will position themselves at the first pew in each of the main aisles (center, left (organ side), and right (pulpit side)). Each usher is responsible for those worshippers sitting to the right when facing the altar. (The only addition to this is that the usher in the left aisle may need to provide some assistance to those sitting to their left).

### **COMMUNION BY INTINCTION (1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Sundays)**

After the Lord's Prayer, the presiding minister will provide basic instructions for communion. Generally, there will be two stations of bread, wine, and grape juice. The center aisles will commune **FIRST**, coming forward via the center aisle. After the center isles are finished, the communion stations will move towards the outer aisles and the process is repeated. An usher in each aisle will invite the new pew forward as the line shortens.

***NOTE: The pastors, communion assistants, and acolytes will take communion first. Once they have completed communion, the choir will commune, if present. Also, try for a continuous flow of communicants.***

Please commune following the last worshipper in your section. At this time, you can notify the pastors of anyone who needs to receive communion in their pew.