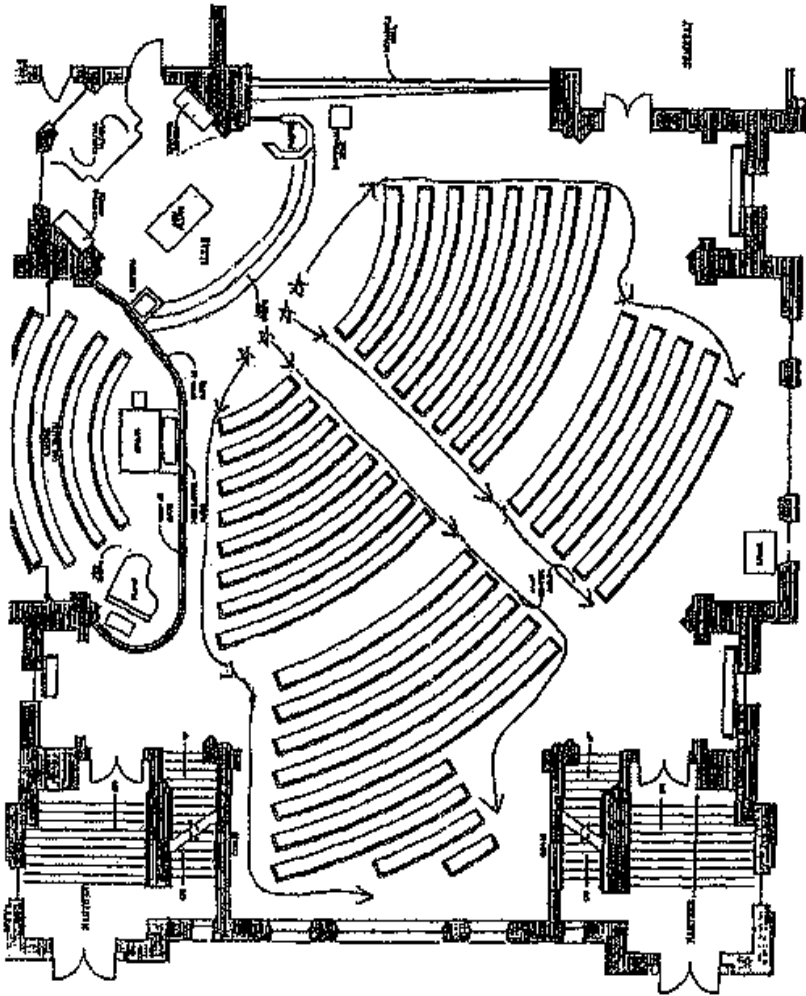


Layout of the Church



* Usher starts for offering

Guide for Ushering

Zion Lutheran Church

Sandusky, Ohio

Share in the Glory – “Usher”



Pastor
Rev. John Mawhirter

Revised 10/30/09
Board of Deacons

Guide for Ushering

The purpose of Ushering

Ushering is not only a service to God and the Church, it is a sacred privilege. Each usher should remember that he or she is actually a host, and the primary purpose is to help the congregation in its worship.

Before the service

Ushers should arrive one-half hour before the service is to begin. Ushers should report to the Head Usher. All ushers should pick up their usher's badge by the main door and return them after the service. The badge must match the altar paraments. You will be assigned a particular position of duty. Dress appropriately. (Ushers may remove their jackets in the summer.) All ushers should be aware of the first aid box which is mounted on the wall opposite the sound board and also the telephone which is directly underneath the sound board. If possible notice where a doctor or nurse is seated, in case of an emergency. If there is a baptism and the font is not prepared, the ushers should assume that responsibility.

Ushers Duties in case of Fire Alarm

Ushers are to open all doors and assist people out of the church (including the basement and choir room), making use of all exits. If possible, several ushers should go to the front of the church to assist the people in the front rows. After being certain all people are out of the church, the ushers should close all interior and exterior doors and wait for further instructions from the pastor, fire department or head usher.

General Duties

Open all doors for those entering, greet them cheerfully, and hand out the bulletins. Be helpful whenever possible. If anyone needs assistance, please help! Make people feel welcome to the church and worship. Ushers at the South Columbus Ave. door should open and close the choir door when an acolyte is not present. Check with the head usher for the location of offering plates before the service begins. Balcony ushers go directly to the balcony to receive the offering. They do not go forward with the other ushers.

Head Usher

Make sure a bulletin is placed in the front row for the acolyte. Be sure the offering plates are on the altar for the offering. For services with Holy Communion assign two ushers to help pick up empty glasses; two to guide and direct people from pews; and one to hand out trays and wafers. If there is no acolyte, candles should be lit before the service and put out during the last song. When a rescue squad must be called, designate a person to wait outside the church to direct the squad to area in the church where they are needed.

Holy Baptism

If there is a baptism scheduled and there is a need, the ushers may seat the baptismal party.

During the Service

ALWAYS FOLLOW THE SERVICE AS IT IS IN THE BULLETIN. When the offering is ready to be gathered, the four ushers who were assigned by the head usher, go forward to receive their plates. After they receive the plates, they then turn and start to receive the offering. If possible, pass the plate the entire length of the pew. Count the persons as the plate comes toward you and report the count to the head usher. The two ushers that received the plates from the middle aisle return all the plates to the pastor at the altar when the organist plays the offertory. The head usher counts the pastors, choir, organist and all the ushers. The head usher may also do all the counting before the offering. Just be sure to know what your head usher is doing. The ringing of the bell can be done by the head usher or he may designate someone to do it. The bell will be rung three times during the Lord's Prayer:

First: at "Our Father"

Second: at "Forgive us our Trespasses"

Third: at "Amen"

Pull the rope hard and ring the bell once for each of the above times. When ringing the bell, pull the small rope which is tied to the bell tower steps. These instructions are also posted by the light and light switch located inside the bell tower door, to your left as you enter.

Holy Communion

We celebrate Holy Communion every Sunday. It will be held at the 8:00 a.m. service or at the 10:30 a.m. service, or at both services. Please check your bulletin. Check with your head usher on how Communion will be done before the service. If an acolyte is not present, the usher from the south Columbus Ave. door should open the door for the choir.

After the Service

Two ushers take the offering plates from the altar to the office. All tables at the doors should be checked for envelopes. Be sure the attendance for each service is listed and put in the plate or given to the money counters. The head usher should be the last to leave, making sure all doors are locked and lights are turned off. If for some reason this cannot be done by the head usher, he must make sure someone will be responsible for seeing that this is done correctly.

Please inform the head usher of any impending absence so they can make sure a substitute is notified.