

Usher Duties and Procedures

- If you have a conflict for the day/time you are scheduled, please arrange a trade with someone else on list. Call church office (612-722-8000) with details, so correct people are acknowledged in church bulletin and Messenger.

Welcome and Seating

- Arrive about 15 minutes before service. Ask Pastor if there are special instructions for the day.
- Distribute bulletins as people enter sanctuary. Generally, each person can receive a bulletin. For special occasions drawing large crowds, you may choose to ration bulletins.
 - Bulletins can be found in nooks separating center aisle and choir area. Large print bulletins are available in same area.
 - A limited number of children's bulletins and colored pencils are available on ledge between center aisle and choir area.
- Watch for visitors, greet them and be available to answer questions.
- Monitor seating in sanctuary. If added seating is needed, place one folding chair in center aisle next to each pew (but only on one side of aisle so chairs do not block aisle). You may also place folding chairs in narthex (but it is difficult to hear service, so encourage people to use chairs in aisle). Folding chairs are located in large closet in assembly hall.

During the Service

- After service has started, count number of people in attendance. Include both adults and children. Record information on sheets located in nook between center aisle and choir area.
- Complete these tasks at times noted in the order of service printed in the bulletin:
 - Collect offering.
 - Walk to front of sanctuary where acolyte will give you offering plates.
 - Use one plate for each side of church. If attendance is high, you may wish to use two plates per side. Start at front of church in center aisle. Hand plate to person sitting in first pew next to center aisle. They will pass to end of pew and person at end will pass to person in pew behind them. People will pass plate back to center aisle where you will receive it and hand it to first person in next pew. Continue process until everyone has opportunity to place offering in plate.
 - For 9am service: When all offerings have been collected, bring plates to the front of church via center aisle. Acolyte will take them from you and place them behind alter.
 - For 10:30 service: Put all offering in one plate and give to counters. Bring remaining plate(s) to front of church via center aisle. Acolyte will take them from you and place them behind alter.
 - Assist with communion.
 - If communion is done by table, position yourself in outside aisle near steps at the front of church. From this position you will assist people up steps and monitor space available at communion rail. When space at rail is filled, ask people to wait until current communicants have been served and dismissed.
 - If communion is done by intinction, direct worshipers to approach pastor, and other communion servers, by way of center aisle. Begin with people seated in front pews.

After the Service

- Check pews for items left behind. Return hymnals to hymnal shelves in pews. Pick up extra bulletins. Remove trash. Personal items should be taken to office.
 - Bulletins from 9:00am service can be re-used for 10:30am service (unless otherwise noted).
 - Bulletins from 10:30am service should be returned to office for recycling.

General Knowledge for Ushers

- Men's and Women's restrooms are located between main hallway and assembly hall. Family restroom is located half-way down main hallway across from lounge.
- Nursery is located on lower level of education unit (end of main hallway and down stairs).
- Children's activity bags are located on stand in Narthex.
- Emergency equipment is located:
 - First Aid – Office in first upper cabinet
 - AED – In case on corner of main hallway and hallway to assembly hall.
 - Wheelchair, cane and walker – Near coat rack east of Narthex.
 - 911 – Use office phone

Questions about ushering duties can be directed to Lisa Jensen at 612-724-7705.