

**TRINITY LUTHERAN CHURCH**  
**USHER**  
**INSTRUCTIONS & RESPONSIBILITIES**

**PLEASE NOTE: IF YOU ARE UNABLE TO SERVE, please find your own replacement and notify the Church Office as soon as possible for a bulletin correction. It is not the responsibility of the Church Administrator (Kathy) to find your replacement.**

1. **Arrive 30 minutes before service** to allow time for the duties described below and to assist with early arrivals.
2. First order of business: **Wear YOUR NAMETAG.**
3. Make sure all the assigned worship tasks are filled (i.e. lector, greeter, acolyte, Assisting Minister). Advise Pastor of any vacancies.
4. Keep the Sanctuary doors closed at all times and encourage others to keep voices low when entering Sanctuary to allow for silent prayer.
5. **Welcome Everyone** – Nod your head and say “Hello/Good Morning”, and/or extend your hand. Give each person a bulletin. If the greeter is not present, ask visitors to sign the Guest Register.
6. Help newcomers/guests find a seat and introduce them to anyone sitting near by.
7. **RING the Bell** three (3) times before the Prelude begins. This is approximately **10 minutes** before church starts. **NOTE:** be sure the light switch located below the button to ring bell is ON or bell will not ring.
8. **Hold Latecomers** in the narthex during the Confession and Scripture Readings. Upon completion, point out the most accessible pew.
9. Once worship begins, be sure to **LOCK the “sunshine” door** leading to the Church Offices and the nursery. **THIS IS FOR SAFETY REASONS** and is very important for the safety of our Trinity church family. **The right front red door is to remain unlocked during worship service so be sure to insert pin so door does not lock.** NOTE: the two doors upstairs that lead into the PLC should be locked. Council members are responsible for checking this, not ushers.
10. **Record Book** – Count the attendance (adults, young people, all children, nursery, choir members, Pastor(s), organist, acolytes, ushers, visitors) at each service. Record in the small black notebook located on the narthex table.
11. **Offering** – Note the appropriate time in the bulletin. Offering Plates are kept on the shelf behind the Altar. Ushers will walk together to the Altar and accept the plates from the Pastor once he has completed the prayer. Begin passing the plates. Volunteers will assist at the side aisles (if needed). After completing the offering collection, stand at the rear of the church in the center aisle facing the altar. One usher is to carry the offering plates and the other usher is to carry the bread and cruet of wine (located on the table in the back of the church). Proceed to the altar rail when the offertory music begins. Give the offering plates to the assisting minister and the bread and wine to the acolyte. Close and lock the gate railing, adjust the middle kneeler and place the credence table with the communion trays in the center of the aisle. **Be sure to remove cover from stack of trays.**
12. **Communion** – If Choir is singing or we have guest musicians, be aware of their need to COMMUNE FIRST. Once the organist has completed playing the Communion Song, **direct 9 people to the first table at the communion rail being certain one spot closest to the pulpit is saved for the organist.** One usher will remain at the front pew directing communicants to pick up an empty communion cup. The second usher moves from the **front to the back**, down the center aisle advising members when it is time to come forward. Once everyone has come forward, you can receive communion. Take note of anyone who would like communion at their seat and report this to the pastor. At the end of Communion, ushers will open the gate, move the middle kneeler to either the left or right side of the altar rail and return credence table to its location in front of the lectern.

13. **After Worship** - PLEASE clean up the Sanctuary by removing all bulletins, papers and articles left in the pews. Replace hymnals in the racks, if needed. Be sure pew rack supplies (i.e., Communion Cards, pens, Prayer Cards, etc.) are in good condition and fully stocked. All supplies are located in the narthex table drawer.

Closing of the Church after the service will be handled by the Pastor unless he is on vacation and then the council member responsible for opening and closing the church will do this.

**THANK YOU FOR SERVING GOD AND TRINITY LUTHERAN CHURCH  
BY BEING AN USHER**