**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.**

1. **Please arrive by 9:00 am** to allow time for the duties described below and to assist with early arrivals.
2. Always keep the sanctuary doors closed for heating and cooling purposes.
3. **Welcome Everyone** – Say “Hello/Good Morning.” Give each person a bulletin. Ask any visitors to sign the Guest Register in the Narthex.
4. Helpnewcomers/guests find a seat and introduce them to anyone sitting near by.
5. **RING the Bell,** located by the bulletin board in the corner, three (3) times at approximately

**9:27 am** to signify the service is about to start. **NOTE:**  be sure the light switch located below the button to ring bell is *ON* or bell will not ring.

1. **Hold Latecomers** in the narthex during the Confession and Scripture Readings. Upon completion, point out the most accessible pew.
2. **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.
3. **Offering** – After we pass the peace and the pastor says the offering sentence. “**\*OFFERING.**” At pass the offering plates out beginning at the front of the church. Once our organist begins to play the **Offertory music,** the ushers can bring the gifts forward; one with the offering plates, the other with the bread and the wine. 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. **Be sure to remove cover from stack of communion cup trays.**
4. **Communion** – If Choir is singing or we have guest musicians, be aware of their need to *commune first*. Once the pastor has invited people to the table, **direct 10 people to the first table at the communion rail.** 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.
5. **After Worship - PLEASE clean up the Sanctuary by removing all leftover bulletins. Put back pads left in the pews to their proper place on the hooks on the last pew. Make sure the ceiling fans are turned off. 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 in the Narthex table drawer.**

**THANK YOU FOR SERVING GOD AND TRINITY LUTHERAN CHURCH**

**BY BEING AN USHER**