

St. Stephen's Lutheran Church

Usher Guidelines

1. Please remember to wear your nametag.
2. Arrive at least 15 minutes before the service is scheduled to start. Ushers should stand at the doors to the sanctuary to hand out bulletins and greet people warmly, by name whenever possible. The communion assistant can help with this so that there is a person at each door, particularly for 2nd service.
3. Before the service starts, make sure there are 4 offering plates as well as the bread and wine for communion on the cabinet in the narthex next to the coatroom. The offering plates may be in the cabinet. If the offering plates are left on the altar after 1st service, one of the ushers should retrieve them before 2nd service starts or during the sharing of the peace.
4. Close the sanctuary doors after the announcements, but be sure to watch for anyone coming in late that may need assistance with the door.
5. Be sure to take attendance and write it on the sheet that is on the table in the narthex. Leave the attendance sheet there after the service because it will be used again on Wednesday. Be sure to count yourself, the person in the sound booth, all worship leaders and musicians, children, anyone who may be in the nursery or narthex, and add anyone who comes in late after you count.
6. Collecting the offering: The communion assistant can help with this at 2nd service so that there are 3 people. One person goes up the center aisle with 2 plates and one person goes up each side aisle with 1 plate. If no one is seated in the side sections, only 2 plates are needed. Start at the front of the sanctuary and work towards the back, keeping the plates moving down the rows and making sure to include the side sections if there are people seated there.
7. After the offering is collected, during the singing of the offertory the offering and the bread and wine should be brought forward. One person carries the offering plates and one carries the bread and wine. Walk up the center aisle during the singing of the offertory. The bread should be handed to pastor, the wine should be handed to the worship assistant, and the offering plates should be placed on the front corner of the altar on the piano side.
8. During communion: People should be ushered to the altar from the center sections from front to back and then the side sections from front to back. One usher goes up the center aisle and ushers the people to his/her right up to the altar. The other usher goes up the pulpit side aisle and ushers the people to his/her right up to the altar. After each usher reaches the back of their center section they should usher people up from their side section. You can follow the last person from your side of the sanctuary up to the altar for communion. People sitting on the pulpit side of the sanctuary should be directed to start at the center of the altar and fill in towards the pulpit side. People on the piano side of the sanctuary should be directed to start on

the piano side and fill in towards the center. Remember that the person in the first pew may not know where to go, especially if they are a visitor.

9. Open the sanctuary doors just before the singing of the sending song.
10. After the service: Go through the pews and collect any filled out sheets from the attendance pads. Put the sheets in the Vicar/YYAM office in Sherry's mailbox. Tidy up the pews throwing out any junk and recycle any old bulletins.