

INSTRUCTIONS FOR USHERING AT SHEPHERD OF THE HILLS

Revised May 2005

1. ASSIGNMENT - A team captain will canvass available ushers for assignment to each church service requiring ushers. Two ushers will be assigned to each service. For church services where the congregation is expected to fill the sanctuary, three or four ushers should be assigned.
2. ARRIVAL - Arrive at the church at least 15 minutes before the service is to begin. The Sunday bulletins and children's bulletins are on a small table in the back of the sanctuary. Check to see that the offering plates are on the altar. For communion services check to see that the bread and wine are being prepared. If there are any problems speak with one of the pastors.
3. RECRUIT THIRD USHER - A third usher will be required to assist with the offering. For communion services the third usher shall be asked to carry forward the offering, the bread, or the wine, and shall be asked to direct those sitting in a side section of the sanctuary to the altar railing for communion. (See paragraph 12 below for the communion serving pattern.)
4. PLACEMENT OF USHERS - Position one usher outside each entrance to the sanctuary to greet people and to distribute bulletins. Keep the doors to the sanctuary closed as much as possible to minimize the noise from the narthex.

For church services where the congregation is expected to fill the sanctuary, position the third and fourth usher (if assigned), inside the sanctuary to assist people in locating seats. Be alert to the location of empty chairs, and usher people to those seats once the service begins. Do not be hesitant to ask those seated to close gaps in seating in order to make space available for others.

5. GREETING - Greet everyone with a smile, a word of greeting or welcome, and a handshake, if appropriate. Introduce yourself to anyone you don't know, and invite visitors to sign the guest book outside each entrance to the sanctuary.
6. ENTRY - Allow people to enter the sanctuary until the Brief Order for Confession and Forgiveness begins. Then ask them to remain in the narthex until the opening hymn begins.
7. EXTRA CHAIRS - If extra chairs are needed, add them to the open space in the back. Extra chairs are located in the Multi-Purpose Room.
8. NURSERY - Before you sit down, check with the nursery attendants to be sure that everything is going smoothly. If they need help, get someone from the sanctuary.
9. ATTENDANCE - During the reading of the lessons, count the people in the sanctuary, including pastors, organist, choir, musicians, and ushers, as well as those in the nursery. Write these numbers on the form located on the secretary's desk in the church office.
10. OFFERING - To receive the offering, one usher goes up the center aisle to receive the plates from the acolyte. Two ushers go up the side aisles. If the church is not full, you may wish to use only two plates. When using four plates, pass a plate to the first and second rows on each side of the aisle. After the offering is received and the offertory has begun, bring the plates to the front and give them to the acolyte. **At services when the Senior Choir sings be sure that they are given the opportunity to put their offerings in the offering plate. Check the basket on top of the organ console for choir offerings.**

11. COMMUNION SERVICES - Normally, Communion is observed on the first, third, and fifth Sundays of each month. Bring the bread and the wine (located on a small table in the rear of the sanctuary) to the altar with the offering plates at the beginning of the offertory. Give the wine to the Pastor, the bread to the worship assistant or second Pastor, and the offering plates to the acolyte.

The communing begins following the "Lamb of God." Two ushers should first direct the two side sections, beginning with the front rows, forward to the altar railing for communion. Then one usher remains at the front of the center aisle during the communing to direct people to the vacant places at the altar rail (See Diagram). The other usher, behind the front usher, establishes TWO LINES - those seated on the right side make up the line on the right, and those seated on the left, form a line on the left. Always have a few people waiting behind the front usher to maintain a constant flow to the altar. Communicants should return to their seats using the side aisles to avoid traffic confusion. Ushers may partake of Communion after everyone else has found their place at the altar rail.

12. OPEN DOORS - At the end of each service, open the doors for the pastors as they exit the sanctuary. **Should one of the pastors request that the juice and coffee carts be taken outside from the Multi-Purpose Room at the conclusion of the 8:30 service, this should take precedence over opening the doors.**

13. AFTER EACH SERVICE - Prepare the sanctuary for the next service by: 1) returning the LBW's and "With One Voice" hymnals to their slot between the chairs with the cross towards the front; 2) gather loose bulletins, saving those that are still in good shape for use at the second service and return the usable bulletins to the back of the sanctuary; and 3) pick up any stray papers or materials and place these in the trash basket. The offering will be picked up by two of the assigned tellers.