

## SUNDAY USHERS GENERAL INFORMATION

1. Worshipers, especially visitors, remember and appreciate a **friendly welcome** as you hand them their bulletin (including "FLC This Week announcements), and whatever else is provided at the ushers' desk. Encourage worshipers to keep their bulletins.
2. **If there is no acolyte**, please see that the altar candles are lit about 10 minutes before the service and extinguished as the last hymn is sung.
3. Gifts for the Food Pantry can be placed in or around the **food basket** in the northwest corner of the Narthex.
4. **Hearing assist devices** are available in the upper right hand drawer of the supplies cabinet. Please be sure that those who use them return them at the end of the service.
5. Gently close the doors once the service starts. Please **hold latecomers** when prayers are being said. There are **chairs** reserved for the ushers at the far rear of the Nave.
6. **If parents ask**, there is a **cry room** off the northwest corner of the Narthex. We also provide free professional child care in the Nursery in the Parish Hall. Check with the **Nursery** Director and see if she needs help; if help is needed, ask some responsible person to help out. Activity sheets and crayons are available on a table at the back of the worship space (Nave).
7. Please fill out the attendance form as indicated on the clipboard at the ushers' desk during the service.
8. Walk to the altar area to collect the **offering plates** when the pastor announces the offering, then see that the plates are passed from front to back, but not guest musicians. Someone usually jumps up to help on the outsides; if not, they'll just get passed back. When the offering plates get to the back, please go through each plate and remove all the yellow **PRAYER REQUESTS** cards; put them in the plate that winds up on top when they are handed to the pastor. Two ushers may bring the offering plates to the altar after the announcements.
9. On **communion Sundays**, one of the ushers stays behind the altar rail when the offering is brought up to the altar and distributes the cups of wine; the pastor will hand you a tray at the appropriate time which you offer each person saying, "The blood of Christ shed for you." Grape juice is marked-off on each tray. Place empty trays on the credence table and pick up fresh ones from the altar. The other usher walks back to the front rows and motions worshipers to come forward row by row, front to back. Worshipers on the left should go to the communion rail on the left; worshipers on the right should go to the communion rail on the right. Both return to the seats through the outside aisle on their side. Try to have a line in the front of the church in such a way that there is a **steady stream** of persons coming to the altar rail as others leave. When all have communed, this usher receives communion with the last lets the pastor know if they are aware of any persons who would like to receive communion who cannot walk to the altar rail. The usher serving communion and the pastor have communion last. Both ushers then return to the back of the worship area.
10. Check with the pastor to see if there is a **baptism**. If there is, one of the ushers is asked to help by lighting the baptism candle/s and reading two short parts of the service as a representative of the congregation.
11. Please **dismiss worshipers** row by row, front to back immediately following the final hymn.
12. Help set the **tone for worship** by women wearing a skirt and men wearing a tie.

**Please make certain that no food or drink is brought into the Narthex or worship area.**

**THANK YOU FOR YOUR CONTRIBUTIONS TO OUR WORSHIP CELEBRATIONS !**



# SUNDAY USHERS REPORT

Date \_\_\_\_\_

## ATTENDANCE

Include self, Pastor, acolytes & worship assistants, musicians, bands & choirs, latecomers, children & infants, special music, AV control booth operators, and Nursery Director at each service.

**8:30 a.m.**  
Traditional Blend

North Side \_\_\_\_\_

South Side \_\_\_\_\_

Nursery \_\_\_\_\_

Total \_\_\_\_\_

Comments:

Signed

\_\_\_\_\_

**10:00 a.m.**  
Ancient-Future

North Side \_\_\_\_\_

South Side \_\_\_\_\_

Nursery \_\_\_\_\_

Total \_\_\_\_\_

Comments:

Signed

\_\_\_\_\_

**8:30 a.m.** Make sure the heat or a/c is on, turn on lights and sound if no one is going to be in the control booth. Put out the announcement wall and any information tables.

**10:00 a.m.** Make sure heat or a/c is adjusted if necessary. Turn off the lights and sound after worship if on one is in the control booth. Put away the announcement wall and any information tables.

**Please encourage people to take home their bulletins with the announcements.**  
See other side for more information.

Thank you for your ministry of welcome!