

FLC Ushers Training

Thank you for your interest in enhancing our worship experience as an usher. I hope the following outline will be helpful to you as you prepare. Please contact me at 909 599-3978 or at dberkedal@faithsd.net if you have any questions. Contact Don Caldwell at (909) 596-6550 for scheduling or to arrange for a substitute.

David Berkedal, Pastor

1. The reason for Ushers.
 - a. Provide an atmosphere of welcome for all worshipers
 - b. Enhance our worship experience by bringing order
 - c. Help newcomers find their way
2. The Ushers desk
 - a. Note that the ushers report will be on the top, to the left.
 - b. The worship bulletin (service and announcements) will be next to the reports.
 - i. Additional service-specific material may be next to the bulletins
 - ii. They will be marked (“for 8:30 a.m. service”, “for 10:00 service”).
 - c. The drawer on the upper right contains the Hearing Assist devices and batteries.
 - d. The drawer in the middle contains equipment to reserve pews if necessary.
 - e. The rest of the drawers contain things that you are unlikely to need.
3. Before worship begins
 - a. Bring out the announcement tables and wall from the Parish Hall before first service.
 - b. The thermostats should not be set to heat above 67 degrees (body heat raises the room temperature) or to cool below 74 degrees, otherwise equipment could be damaged.
 - c. 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.
 - d. Help set the **tone for worship** by women wearing a skirt and men wearing a tie.
 - e. Our policy is that no food or drink is to be brought into the Narthex or worship area, but use your judgment. We don’t want people to experience an overly uptight environment, especially visitors.
 - f. **If there is no acolyte**, please see that the altar candles are lit about 10 minutes before the first service and extinguished as the last hymn at the last service is sung. They may be allowed to burn between services. Note that the large Paschal (or Christ) candle is only lit on Easter Sunday and during the Easter season, and at baptisms and funerals.
 - g. Gifts for the Food Pantry can be placed in or around the **food basket** in the northwest corner of the Narthex.
 - h. **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.
 - i. Turn the light on in the Cry Room. **If parents ask**, let them know 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).
4. During Worship
 - a. 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.

- b. Please fill out the attendance form as indicated on the clipboard at the ushers' desk during the service.
 - c. **Offering:** Two ushers walk to the communion rail area to receive the **offering plates** when the pastor announces the offering, and then see that the plates are passed from front to back, but not to 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. Bring the offering forward immediately after it is received and processed.
 - d. **Communion:** On **communion Sundays**, when the offering is brought up, one of the ushers stays and stands to the side of the area around the altar. The pastor will hand them a tray at the appropriate time. They follow the pastor offering the tray to each person saying, "The blood of Christ shed for you." Grape juice is marked-off on each tray and may be received instead of wine. Try to keep an eye on the pastor and do not offer wine to children who have not received the bread (but a blessing instead).

There are usually 20 people receiving communion in a rotation. Watch the wine and grape juice so that you don't run out during a rotation. Place empty trays on the credence table when you pick up fresh ones and stack and cover them at the end of the distribution.

The other usher walks to the front rows and motions worshipers to come forward row by row, front to back, forming two lines. 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 both sides of the altar rail as others leave. This usher receives communion with the last worshiper and lets the pastor know if they are aware of any persons who would like to receive communion who cannot walk to the altar rail (They may tell you, or you may ask them before the service). Occasionally, we will bring communion to the band (follow the pastor's lead). The pastor, usher, and anyone helping with worship go to the credence table (where the communion ware is kept) and receive communion last. The ushers each return to the back of the worship area.
 - e. Check with the pastor to see if there is a **baptism**. If there is, one of the ushers, or a church council member, may be asked to help by lighting the baptism candle/s and reading two short parts of the service as a representative of the congregation.
5. After worship ends
- a. One usher will **dismiss worshipers** row by row, front to back immediately following the final hymn.
 - b. The other usher will thank people for worshiping that day and encourage worshipers to keep their paper bulletins, but collect them if they want to leave them here.
 - c. Ushers walk through the pews and collect any bulletin material or other items that have been left. Leave lost items on the ushers desk.
 - d. Reassemble used bulletins if there are any inserts and put them at the bottom of the stack, partial bulletins go all the way on the bottom.
 - e. Put the announcement tables and announcement wall back in the Parish Hall after the last worship service.

Thank you for sharing your gifts as an Usher at worship.

"Contribute to the needs of the saints; extend hospitality to strangers." Romans 12:13

