

## Ushering Protocol

The ushers are responsible for making sure all doors are open and all lights are turned on. In the wintertime the fan switch is set for winter, and will push the heat down. In the summer the fan switch is set for circulation. The fans over the chair section should be turned to run slower than the main fans in the nave.

There are usually a broom and salt at the bottom of the narthex if it is necessary to use on the walks in the wintertime. When the weather is warm, it is nice to open both the doors and greet people outside.

The bulletins are on the stand for the first service. If the person signed up to usher has no partner, there is usually someone willing to help. He or she can stand by the French doors and hand out bulletins to the people that come into the nave by those doors. We would like to get the youth more involved in the services and this is a good way to do it. Please give newcomers one of the brochures and the small vision statement.

The ushers will go forward when it is time for the offering. If the chair section is full, the third plate will be given to the ushers. Just start it and usually the last person in the chair section will either pass it over or bring it to the back of the nave and hand it to one of the ushers. Take all plates to the front when the pastor is ready to accept them.

Please ask latecomers to wait to be seated or to wait to seat themselves if they arrive during prayer or the reading of the Gospel.

The ushers are the first impression of St. Luke's that visitors get. What an important ministry this is!

### Holy Communion

As the pastor and whoever is assisting take their Holy Communion, please go forward to the first pews. The person helping with the ushering will guide the chair section over to the far side chancel in front the pulpit. One usher will guide them to the chancel, stopping at the pulpit. They will return without guidance after the blessing.

As they return to their seats, one usher will take the left section beginning with the first row, the second usher will take the right section and together, direct from each side of the pews to each side of the chancel. The ushers will have to watch to ensure there are not too many that people have to stand behind each other. There will probably be either six on each side or between 12 and 14 that can comfortably line up across the whole chancel, stopping at the pulpit. Please try to get to know which people need assistance.

When you can see that the pastor is beginning the blessing, direct the next group so they may replace the others as they leave. The idea is to expedite, but not make people feel rushed. So don't have people lined up clear to the back and have them stand and wait. The ushers will follow the last person and return to their seats

**Please enter the count for your service in the folder placed there for that purpose. Anyone downstairs needs to be included in your count.**

After worship service, please sweep the pews for stray bulletins and/or inserts. Collect them and the remaining bulletins from the usher stand in the narthex.

If there are two different service bulletins, the bulletins for the first service will already be out. The ones for the second service will all be on the desk in the secretary's office. Those bulletins need to be placed on the usher stand for the next worship service. After worship service, please collect all and put on the secretary's desk.

**Please try and get an accurate count of the people attending whichever service you are ushering. Include everyone. This means downstairs as well. Enter it in the book in the appropriate place. The page is usually marked with a tabby. This is important as it goes into the church records and is part of the church's Synod Report. When you go downstairs please check with the nursery attendant to see if help is needed.**

After the services, please run a sweep of the pews and chairs for any stray bulletins/inserts. Pick up and put with the rest of the bulletins and place on the secretary's desk.

Please try and follow this protocol so the same procedure can be followed each worship service. If there is a change, such as receiving the sacrament by Intinction, the pastor will announce it.

Thank you for taking part in this ministry.