

In an Emergency:



**Emergency Procedures
can be found in the Church Lobby
by the Welcome Center**

Thank You

Thank you for your willingness to serve as an usher for the worship services at Our Savior Lutheran Church. God bless your service!

Make Sure Your Service is Covered by an Usher Team

- Ushers will be assigned up to 5 people per usher team.
- If an usher is not able to attend one of their assigned services they are responsible for finding their replacement. This may just be confirming that the other four members will be present or finding someone to fill their spot.
- During the Season of Lent all ushers assigned to a Sunday should also come prepared to usher for any weeknight services.

Provide a Welcoming and Orderly Entrance for Members and Visitors

- Please dress appropriately for the service you are ushering. More formal attire for the blended and traditional services and more casual, but still respectful, for the contemporary service.

- Please arrive in the church lobby at **least 15 minutes before service.**
- Please make sure you have an appropriate number of ushers for the service, (ie: four for collection, four for rail communion and two for continuous line communion).
- If your service's bulletins, connections cards or pens are not in the back of church, see an elder or retrieve them from the sacristy.
- Two ushers should be handing out connection cards and pens to people entering the sanctuary.
- Children's bulletins should be given to young children.
- The remaining ushers can be handing out bulletins or assisting people in finding an open seat.
- If more than two ushers aren't present, bulletins may be placed on a table by the last pew for people to take one as they enter the sanctuary.
- If there is a baptism check with the pastor or the elder to see if pews should be reserved for the families.
- If the sanctuary is getting full you may need to usher people to open seats.
- Please remember when the service begins, we are in a worship service, limit conversations and noise to a minimum.
- Please do attendance counts mid service (remember the balcony and nursery) and record on the spreadsheet in the tables in the back of church.
- We do have a staffed nursery so you may need to direct parents with small children to it.
- Ushers should try to limit people walking into the church during prayers, the confession of faith or the Gospel reading.
- Ushers should be in a pew worshipping during the service with one usher close to door to help people with questions or to assist late arrivals.
- There is an elder assigned to each service, if you have any questions, please ask them.
- In case of emergency, the address of Our Savior Lutheran Church 23290 Highway 7, Excelsior and defibrillators are located through the door on the left at the front of the church (by the piano) and in the community center or gymnasium.

Collect the Offerings

- Four ushers are needed for collection of the offerings and tithes, two for the center aisle and two for the outside aisles. If the balcony is occupied a fifth usher is helpful to collect the offerings and tithes in the balcony.
- At the time for collection the four ushers will proceed from the back to the front of the church. The two ushers in the center aisles will accept the collection plates from the pastor, bow, turn inward and commence passing the plates through the pews.
- When the collection is complete the two ushers from the center aisle will collect the plates and return them up the center aisle to the pastor. Once the pastor raises the plates or sets them on the altar, the ushers should bow, turn inwards and return down the center aisle.

Guide the Congregation Through Communion

- Please use the chrome counters for communion and record the number of people communed on the spreadsheet in the tables in the back of church.

Rail Communion (8:00am)

- Four ushers are needed for rail communion, two pew ushers to release people from the pews and two rail ushers to release them to the rail for communion.
- At the start of communion all four ushers will proceed up the center aisle to the front of the church. One usher will walk up to the rail, bow, close and lock the rail gate, put down the pad in front of the gate and bow and return to the other ushers.
- The pew ushers should then release six to eight people from their pews.
- The pew ushers should mentally keep track of anyone that is not physically able to come up for communion.
- The rail ushers should stand in front of the pews facing forward and the people will queue up behind them.
- When the rail is clear the rail ushers will release about six people from each side. That number will vary based on children and families. If possible allow families to commune together.
- Please be aware of people who may need help up or down the steps.
- The pew ushers should start releasing people from pews when the pastor is finished distributing the bread.
- Be sure that people seated in the balcony have been given a chance to commune.

- After the ushers have communed, one usher should put the pad back on the right side and open the gate.
- The pew ushers should also assist the pastor and elder in identifying the people that are not physically able to come up for communion so that they may be offered communion in their pews. We don't want to miss anyone.

Continuous Line Communion (9:30, 11:00 & 6:00)

- Two ushers are needed for continuous line communion.
- At the start of communion the ushers should walk down the center aisle to the front of the church.
- The ushers should then release people from both sides to form two lines, maintaining a steady flow. Be aware that the praise band, if present will be slipping into the line.
- Be sure that people seated in the balcony have been given a chance to commune.
- Ushers will should join the line after all the people in the pews have been released.

Prepare the Sanctuary for the Next Service

- Please check the pews after service and throw away all rubbish (bulletins etc.) and put lost & found items by the visitor's center.

Our Savior Lutheran Church

Usher Handbook



Our Savior
Lutheran Church & School

23290 Highway 7 • Excelsior, MN 55331
ph 952-474-5181 • fax 952-470-1985
www.oslcs.org