



St. Matthew's Lutheran Church



USHERING Instructions

Pre-Service Greeting and Seating

- Please arrive at church and be ready at least 15 minutes before the start of service.
- Service bulletins and children gospel-grams are in wall cabinet (under visitor sign-in book).
- **Name tags are on the name tag rack – please wear yours.**
- There should be three ushers in narthex greeting and handing out bulletins, and one usher in the nave. Please make sure that everyone gets a bulletin. There are plenty produced each week, no need to share.
- At 5 minutes before the service begins, encourage worshippers to enter the nave.
- Do not turn off any lights during worship, or switch lights on and off to indicate the start of the service, unless the pastors request a lighting change..
- 5 minutes prior to service, the nursery should be checked for an attendant on duty.
- **The pastors and acolyte will enter when the Prelude starts** – please do not let the acolyte walk in without the pastors. The sliding doors may be opened quietly when the pastors are recessing out.
- Usher positions are assigned by Usher Captain. Once the Prelude starts, on high attendance Sundays, two ushers should be inside the nave to be alerted to available seating and to escort worshippers to their seats.
- Ushers should know the location of empty seats. Encourage worshippers to sit toward the front. This will make it easier for ushers to seat people after the service begins.
- Once the service has begun, late arrivals should only be seated at the times other than prayers.
- Two ushers should be in the Narthex during the service to control any loud noises, etc.

Service Attendance Count

- Counting responsibilities may be divided among two ushers, one for each side, and may be accomplished at any time during the service. Just remember we need the count separated – adults (confirmation age up) and children.
- Also, remember to count the nursery for adults and children.
- Finally make sure the attendance sheet is filled out.

Collection of Offering

- Duties for the offering are assigned by the Usher Captain.
- At the beginning of the service the Usher Captain should ask two people in the congregation (on on each side of the nave) to help with the offering by passing the plate within the split aisles. This person need not go forward, just be ready to help at the appropriate time.
- **Do not pass plate across split aisles.**
- All four ushers should be ready at the rear of the nave. Line up to move up the center aisle two by two.
- When the prayers are complete, walk forward to receive the empty plates.
- After receiving the offering, remain in the back until the pastor signals the congregation to stand. At this point the acolyte will also come back to the front of the altar to receive the plates. **You may return to the back as soon as the acolyte receives the plates.**

Communion

- Duties are assigned by the Usher Captain.
- **All four ushers should move to the front of the nave when “Lamb of God” begins.** Two ushers are assigned to the center aisle and two to the side aisle.
- Communicants should be ushered up the center aisle and return by the side aisles. Begin ushering them forward as soon as we begin singing the “Lamb of God”
- The two center aisle ushers regulate the flow of people to the altar, one up front to direct to the altar and the second to let communicants out row by row.
- Side ushers assist worshippers in finding positions at the altar: If there are those with special mobility needs, please assist them to the rail at the closest convenient spot.
- Ushers may commune when it is obvious that all other worshippers have communed.
- Please alert the Pastors of individuals in the pews requiring pew communion

After the Service

- Straighten hymnals, Bibles, and pews; remove bulletins that have been left behind and pick up any debris on the floor or pews.
- Ensure that the emergency doors are closed and locked.

Special Services

- Ushering responsibilities for special services (Thanksgiving, Advent, Ash Wednesday, Wednesday Lenten Services, Maundy Thursday, Good Friday, and Easter Sunday Service) are usually the responsibility of the ushers assigned to those services; check with the pastor if you have questions.
- Special sign-up posters are used and are posted on the bulletin board in the Narthex for Christmas Eve Services, Christmas Day, and ushers for Easter Sunday Sunrise Service.

Questions and Comments

- If you have any questions on the instructions above, or not sure how something is done please do not hesitate to call Linda Debban [703-490-8422](tel:703-490-8422).

Thank you for serving as an Usher!