



<b>Title: Ushers</b>
<b>Policy #: 36</b>
<b>EXPIRES: When Replaced</b>
<b>ISSUED BY: Church Council</b>
<b>SIGNED:</b>

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## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	12/2005	UNKNOWN	TO ESTABLISH STANDARD PRACTICES FOR THE USHERS
2.0	10/17/17	ELDER TEAM	TO INCLUDE THURSDAY WORSHIP AND REMOVED DOOR LOCKING PROCEDURES THAT ARE NO LONGER APPLICABLE

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## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to anyone who ushers during worship services.

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## 3 Policy

Ushers are volunteers from the Congregation. They can be male or female. Schedules are sent out to each usher every year. A schedule of the groups that will be ushering the next week is printed in the bulletin every weekend. Ushers are expected to be in church on the dates scheduled. If they cannot be there, it is imperative that they get a substitute to take their place. They can exchange with anyone on the schedule. If they need assistance finding a substitute, they should contact their team captain.

Ushers are expected to be courteous, friendly and helpful. Men and women are asked to dress business casual. All ushers are asked to wear their usher name badge.

Team captains will assign all ushering duties before the service starts. Ushers are expected to know where the telephones are located, where the restrooms are and emergency needs are stored. The first responder bag is in the usher room and a wheel chair is available in the choir room.

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## 4 Procedure

The following is a general description of usher job procedures and duties:

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## Pre-service Procedure

- Arrive at church and be prepared to usher 30 minutes before the scheduled start of the service.
- Pre-service ushering stations include: one usher on each side of the center aisle, standing at the rear of the pews. One usher in each of the side aisles, standing at the entrance. These ushers will distribute bulletins and other handouts.
- For the Saturday service and the Sunday early service: About 10 minutes before the service starts check if the acolytes are present to light the candles, if none are present, an usher will have to light them. If they are there, check if they know what to do and if they need help.
- Three ushers should stand in the front of church to assist seating people near the front of church when church seating is near capacity. They will remain there until Pastor advances to the altar and then use the side aisles to return to the back of church.
- As the starting time nears, the team captain will anticipate the need to get and set up chairs and perform other incidental duties.
- At the start of the service, the entrance doors to the worship center must be closed. Keep doors closed until the end of the last song.
- Ushers should sit in the worship center, unless it is at capacity and then they should sit in the gathering area. They should position themselves so they have a view of the congregation to watch for members who need help. They should also be ready to respond to any disturbance or Pastor request that may occur during the service.
- Once worship has begun, the ushers need to count all people in attendance, including infants and children. The count should be tallied at the usher room and recorded in the attendance book as soon as possible.
- Offering plates need to be removed from the offering tables and ushers will then deliver the collection to the Pastor when the pastor announces the offering.

## Communion Procedure

- Two ushers will proceed down each side aisle at the same time the communion assistants go down the center aisle.
- The usher will position the baskets for empty wine cups.
- As soon as the communion assistants have received communion, the ushers should start to usher the communicants to the front from the side sections first.
- One usher on each side will usher people out of the pews, keeping the aisle in front of them full.
- The second usher/counter will stand at the front few and direct the people to the communion rail starting at the center. This usher/counter will also count the communicants going to the rail using a mechanical counter.
- After the side sections have communed, the usher/counter should move to the middle aisle. When the last person from the side section has returned to their seat, the cup basket should be moved over and the same process will occur in the center aisle.
- The number of communicants must be recorded in the attendance book in the usher room.
- Thursday evening ushers serve as communion assistants so they do not usher people to the altar for communion.

### Post-Service Procedure

- After the church service, the ushers should check all seating for lost articles, straighten hymnals and Bibles, pick up waste items, return attendance record books to the proper place and return all bulletins to the usher room.
- At the end of the church service, two unrelated ushers should take the collection plates from the altar into the safe room and place the money into the deposit bags. Do not overstuff the bags. The deposit bags should then be put into the safe. This **REQUIRES** two ushers. Maximum care must be used, as they are handling a large amount of money. The plates should then be returned to the offering tables.
- Secure the church by turning off the lights. Also ensure the lights are off in the 300 wing and fellowship hall.

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## 5 Forms