

Usher Guidelines

Kingo Lutheran Church (December 2019)

Ushers serve the congregation of Kingo Lutheran Church so that worship can flow in decency and order for the benefit of all in attendance.

Thank you for serving as an usher.

Before worship begins:

Ushers serve in pairs. Please find a substitute if you cannot usher. Inform the Kingo office.

PLEASE arrive 20 minutes before worship begins.

Ushers remain in the narthex during worship. Use a chair if you need to sit.

Check that the following doors are unlocked: #1, #2, #6, #7. *Doors are numbered.*

- * Keys are located inside the usher table in the narthex.

- * Place the doorbell (stored in narthex drawer) on the Velcro inside the foyer, door #2.

- * The following doors remain locked on Sundays: #3, #4, #5.

Check that all lights are on in sanctuary, narthex, and parent/child room.

Turn audio-speaker “On” in parent/child room.

Check that worship Busy Bags for children are ready.

Take out listening-aids from the drawer in the counter. Check batteries.

Take out attendance form (in narthex counter drawer) for recording worship attendance.

Make sure that all four offering plates are accounted for.

Altar Guild will bring bread/wine to you in the narthex. Place it on usher table.

Helping worshipers:

Please wear a name tag.

Encourage everyone to wear a name tag.

Kingo uses pronoun-specific name tags to be inclusive of all people.

Let people with children know there is a **parent/child room** as well as a **pray-ground** area in the front of the church reserved for people with young children.

Let people know we have listening-aids as well as large-print bulletins.

Give everyone a bulletin and announcement pages as they enter the sanctuary. Give kids a “celebrate” bulletin.

During worship:

One usher locks all doors *except* the outside entrance door #2 TEN minutes after worship begins. The other usher remains in the narthex to open door #1 and #7 for late comers.

- * Keys located inside the usher table.

Pay attention to the doorbell for anyone at door #2 needing the handicap entrance.

Take count of worship attendance when the reader is reading the scripture.

- * Count everyone: pastor/musicians/children/guests/ushers

The offering: When Pastor announces that the offering will be taken, *both* ushers assist with distributing the offering plates throughout the congregation. Start from the front of the pews and systematically work to the back pews.

When Pastor asks everyone to stand, *both* ushers carry the offering plates (include the attendance sheet in the plate) and the bread/wine to the altar. Move the communion cart to the front/center aisle when returning to the narthex.

Communion directions: Direct people from the front row (right and left) for communion. Dismiss about 12 people at a time. *Pastor may have different instruction for you.*

- * Ushers take communion last

- * Tell pastor how many people need communion from the pew.

- * Put the communion cart back against the wall.

After worship:

When worship is over, **unlock** the Olive St entrance *inside* door (#2) and door (#6).

- * All other doors remain locked.

Straighten hymnals etc. in pews. Collect extra papers or bulletins. Leave excess bulletins on the counter in the narthex.

Collect and turn off listening-aids, place back in narthex drawer.

- * Let Kingo office know if more batteries are needed.

After everyone has left the Sanctuary, turn off lights in the sanctuary, narthex, parent/child room, restroom.

Emergencies:

Call 911 if a worshiper is having a medical emergency.

Call 911 if there is a threat of danger.

Non-emergency Shorewood Police: (414) 847-2617