

# Kingo Lutheran Church

## Usher Guidelines

# Sanctuary

The sanctuary is the space where people gather to worship.



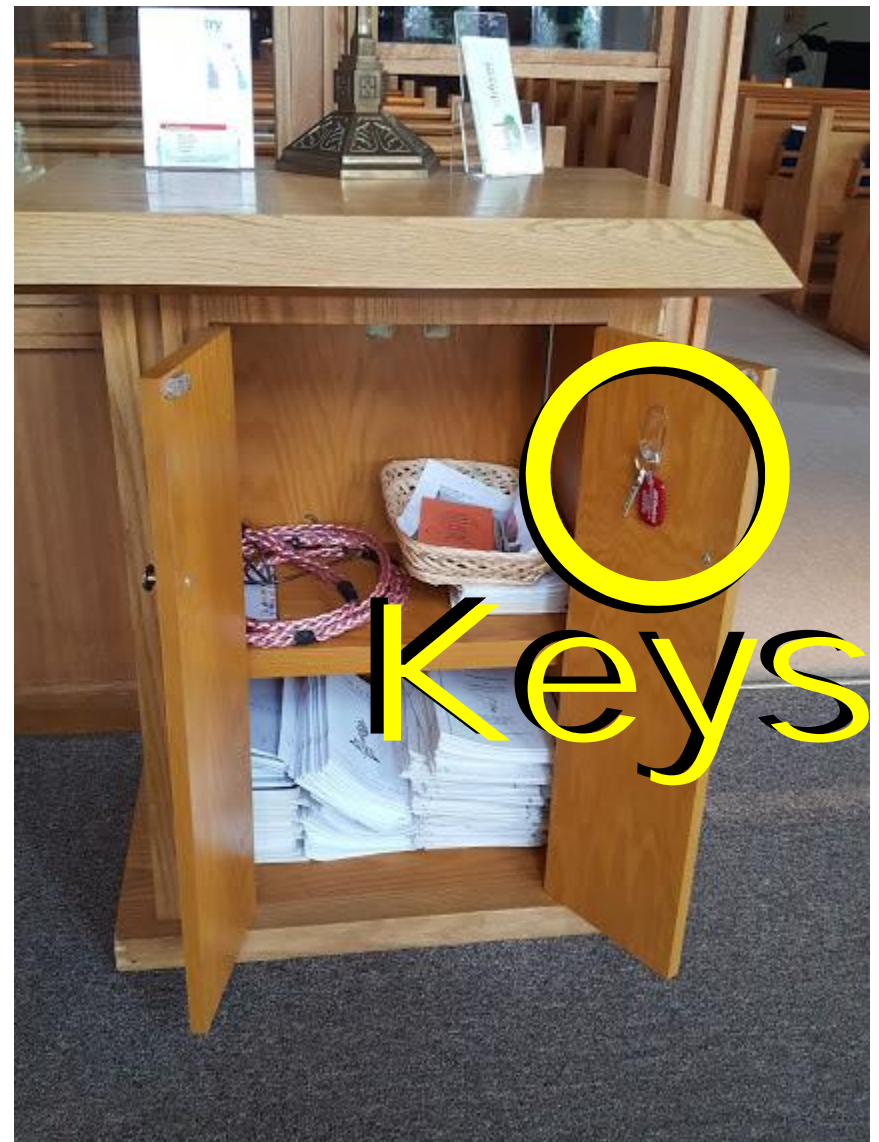
# Narthex

The narthex is the space just outside the sanctuary and where the ushers carry out their duties.



## Usher Table

Bulletins and communion bread/wine are placed on top of usher table before worship begins. Keys to lock and unlock all entrance doors are hanging inside the usher table.



# Worship Busy Bags

Busy Bags are for children to use during worship.



## Listening Devices

Listening Devices are in a narthex drawer. Please take them out before worship starts and put them away after worship is over.



## Offering Plates and Sanctuary Lights

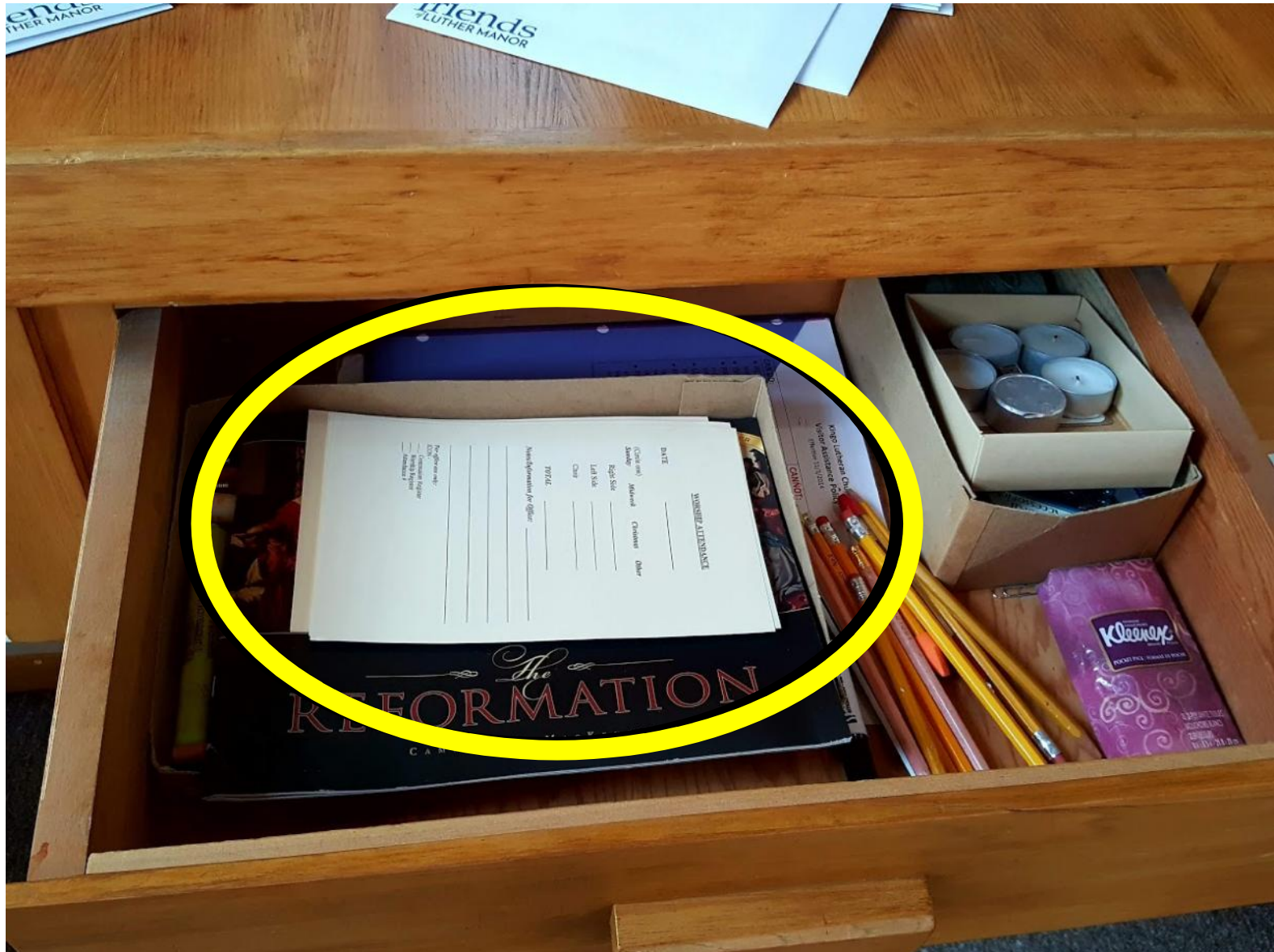
Four offering plates are on the long countertop in the narthex. The sanctuary lights are located above the countertop near the corner. Turn on lights before worship. Turn lights off after worship when people have left the sanctuary.



# Attendance Sheets

Attendance sheets are in a narthex drawer. Take one out before worship.

Take the attendance count when the reader is reading scripture. Include staff, pastor, musicians, children/infants, guests, and yourself.



# Locking Doors #6 and #7 with Allen Wrench Key



Door #6 Allen Wrench Key located above door, on left.

## To operate doors #6 and #7:

Push and hold in panic bar, insert allen wrench key, twist to lock and unlock.

Unlocked = panic bar remains pushed in. Locked = panic bar is released.



## Doorbell/Light at Handicap Entrance, Door #2

**Before worship begins:** Place the doorbell on the Velcro at door number 2 (inside foyer area).

**During worship:** Listen for the bell.

Open door #2 for people needing wheelchair accessible entrance.

**After Worship:** Remove the doorbell from Velcro after worship. Store in narthex drawer.

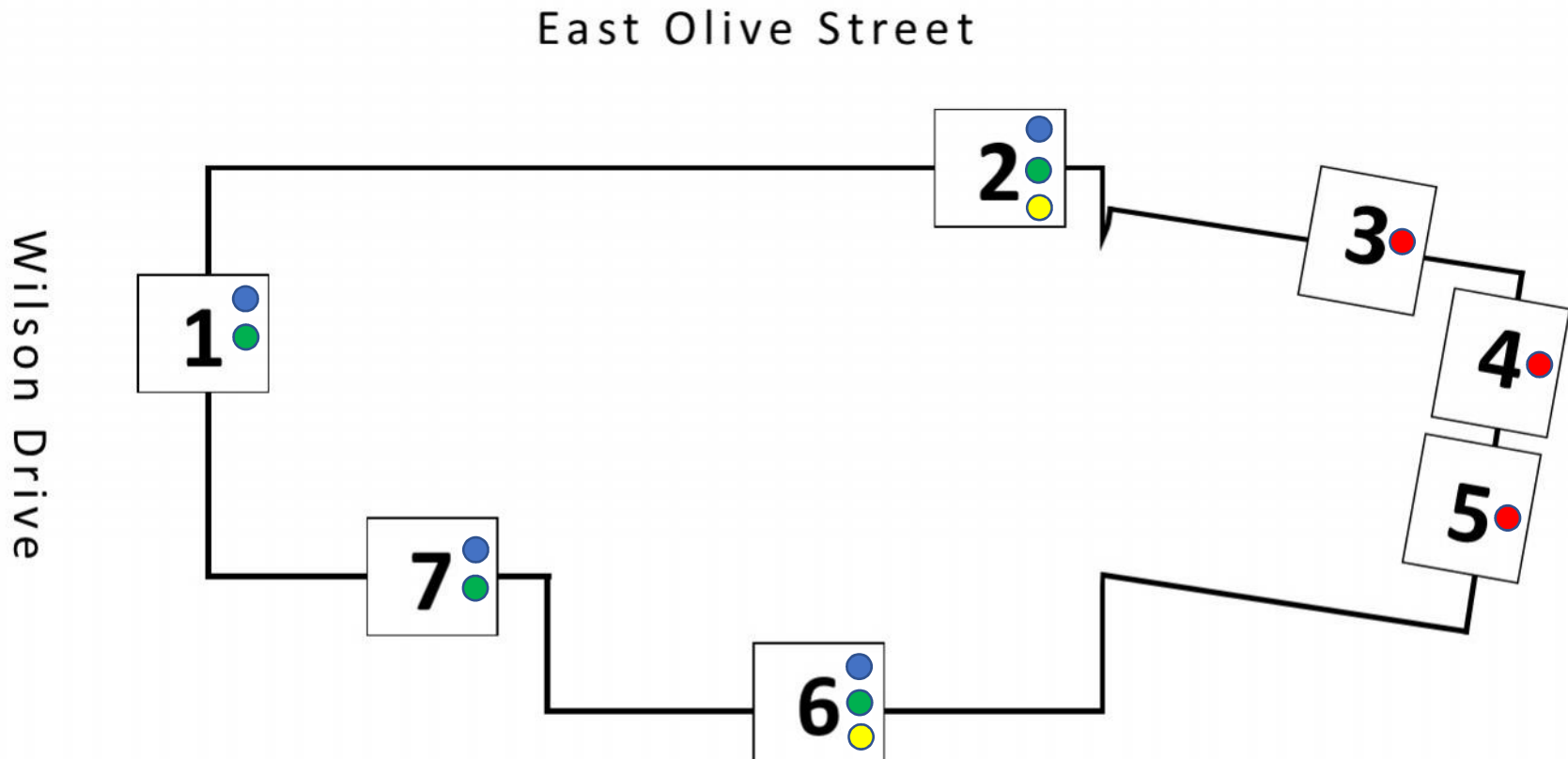


# Kingo Building Entrances

Refer to this drawing when locking and unlocking entrance doors.

Check that doors #1, #2, #6, #7 are all unlocked when you arrive. Doors #3, #4, #5 remain locked.

**Lock all doors 10 minutes after worship begins.** Unlock doors #2 and #6 when worship is over.



- ] Unlock when you arrive (#1, #2, #6, #7)
- ] Lock 10 minutes after worship begins (#1, #2, #6, #7)
- ] Unlock after worship (#2, #6)
- ] Always locked (#3, #4, #5)

**KINGO LUTHERAN CHURCH**  
**BUILDING ENTRANCES**

December 2019