

# ST LUCAS UNITED CHURCH OF CHRIST

## USHER RESPONSIBILITIES AND DUTIES

### PRIOR TO THE SERVICE

- Arrive 30 minutes prior to the service
- Notify your head usher if you cannot be there and offer to find a replacement if necessary.
- All ushers should wear the white “Usher” ribbon under their name tag so the congregation knows who the ushers are.
- Make sure the recycle baskets are in the North Narthex.
- Head usher will check with the minister to see how they would like the Ritual of Fellowship Pads distributed. Make sure to include the balcony and the choir in the Friendship Pad distribution.
- Head usher will make an offering line up and tell each usher where they stand upon entering the sanctuary and which section they should collect offering from.
- If acolytes are not being used, light the candles during the prelude or when instructed by the minister, usually 5 minutes prior to the start of the service.
- For baptisms, make sure the baptismal font has luke-warm water. Head usher is responsible for opening and closing the baptismal font.
- Check with the church office to see if there are reserved pews needed and put the “Reserved” signs on those pews accordingly.
- The head usher picks up the bulletins from the church office upon arrival to church. Ushers should pass out bulletins at each entrance and to others as needed.

### WHEN THE SERVICE STARTS

- When ministers enter the sanctuary, ushers proceed to the South Narthex.
- Ushers should ring the bells for approximately 10-15 seconds, pulling very hard on the ropes so both bells will ring.
- After the service starts, one usher should be stationed at the north entrance door to greet and seat later comers.
- All ushers should be seated in the reserved pews in the back section of the sanctuary in case of an emergency during the service.
- Two ushers must be positioned in the North Narthex when the children are released to go to class.

- No child should be allowed to leave the building through an exterior door before they get to their designated classroom.
- Count attendance by going to the balcony and counting after the services start (do not count children). Be sure to count before parents take their children to Sunday School.
- Count the clergy, choir and audio visual people.
- Be sure to count anyone who comes in after you have done the initial count.
- When it is time to collect the offering, line up in the South Narthex and walk down the center aisle by twos. When you reach the front of the church, pause and wait for the minister to hand you an offering plate, then move over for the next two ushers to take their plates. When it is time to return the offering plates, line up in the South Narthex. Head usher should switch on the light switch in the South Narthex by the podium to notify the organist that the ushers are ready to return to the front. When the organist switches it off, begin processing toward the altar.
- Be sure to place the attendance sheet in an offering plate with the offering.

### **AFTER THE SERVICE ENDS**

- (Following the service, two council members will take the collection money from the altar collection plates to the office.)
- Following the service, extinguish the candles on the altar. Remove attendance sheets from the Ritual of Fellowship books. Pick up the Ritual of Fellowship books and put them in the credenza in the South Narthex. Remove any bulletins, trash, etc. from the pews and straighten the hymnals. When communion is served, pick up the communion cups and put them in a plastic bag. Plastic bags are located in the Sacristy.
- Place attendance sheets from Ritual of Friendship books in the envelope provided with the bulletins. Sheets are located on top of the credenza. Take envelope to the church office.

### **IN CASE OF AN EMERGENCY**

- **If someone becomes ill** or needs emergency care, the head usher will assign someone to call 911 and assign someone to wait at the North Narthex doors for the ambulance. The head usher will go to the person who is in need of help. An usher will retrieve the AED and other first aid equipment which is located by the elevator near the Welcome Center. The ministers in charge of the service will announce the emergency and the sanctuary will be immediately evacuated in an orderly manner if needed. The head usher will then assign the other ushers to assigned sections to guide the people out row by row, including the balcony, making sure all exit doors are open.

- **In case of a fire**, the head usher will assign the other ushers to guide people out row by row, including the balcony, making sure all exit doors are open. The head usher will check the alarm panel to verify that the alarm (located just inside the door in the South Narthex) was triggered in response to a fire and then call 911.
- **In case of a tornado**, the head usher will alert the minister in charge of the service. The minister will announce the emergency procedures. Members of the congregation will immediately evacuate to the lower level of the church where they will remain until the all clear has been sounded.

### **AN USHER'S PRAYER**

*O God, you have chosen me not just to be good, but to be good for something. That "something" for me is, in part, to be an Usher – an ambassador for Christ and His church. Granted the honor of the position, I recognize it is an honor based on service rather than appointment.*

*As your ambassador, I want to be sensitive to your will and to the needs of people. I want to be an effective dispenser of your love; I want to be hospitable, with openness to all, especially visitors and newcomers; I want to be a good listener and a friend to everyone.*

*As your envoy, I want to use the gifts and graces you have given me for your glory and for the good of others. I want to embody Christ in the work I do. In Jesus' name. Amen*