

Usher Guide

Resurrection Lutheran Church

The Ushers hold an important ministerial role as they lead members and guests of the church into worship. The Ushers assist the congregation through the service from a welcome, through the Great Thanksgiving, and the dismissal. The warmth and direction shown by the Ushers is a representation of the congregation and the church's mission to welcome joyfully, grow faithfully, and serve gratefully.

Tools of the Usher:

- Hospitality
- Warmth
- Friendliness
- Teamwork

The Role of the Usher:

Before worship:

At least 15 minutes before the start of worship, 2 ushers should be greeting the congregation at the entrance of the sanctuary. Along with a greeting, the ushers may be tasked with:

- The distribution of bulletins, worship aides, or service programs. (including the explanation of said items to guests).
- Notifying parents of small children that RLC has a nursery available to their child during the service that has permanent adult supervision.
- Providing children's bulletins, youth bibles, or children's worship bags to children entering the sanctuary.
- Helping members of the assembly find seating in the sanctuary.

During worship:

- When the service is to commence, an usher should ring the bell outside of RLC's main doors. Ring the bell 5 times. The entrance procession will then begin.
- Once the service has begun, count and record the number of people who are present for the service.
 - This number includes the ushers, pastor, assisting minister, musicians, and children and adults in the nursery.
- After the Sign of Peace, the assembly will be seated for the Offering. Ushers pass the collection plate to the members of the assembly from the inner aisle.
- Once the collection is complete, the ushers should gather the offering into one collection plate and wait at the Baptismal Font until the altar has been set.

- The congregation will rise to sing the Offertory (“Create in Me a Clean Heart” or “Let the Vineyards be Fruitful”). The assisting minister will come forth to the front of the altar to collect the offering. At this time the ushers bring forth the collection, bowing before the altar and then giving the collection plate to the assisting minister.
- Before returning to their seats after giving the offering, the Ushers:
 - Fold back the communion cloths covering the grape juice on the inner aisle communion cabinets
 - Open the first drawers of the inner aisle communion cabinets, revealing the empty communion cups.
 - Open the first drawers of the outer aisle communion cabinets, revealing where the used communion cups will be placed.
- When the “Lamb of God” music begins, the ushers come forward to prepare to usher the assembly, in lines, to the communion stations.
 - The musicians will commune first after the “Lamb of God” is sung (if they had not already communed at the earlier service).
- Depending on the amount of communion hosts and congregation, there may be one or two lines.
 - If there is to be one communion line, allow one side of the sanctuary to receive communion at a time.
 - If there are two communion lines, usher each side of the sanctuary to their own line to receive communion.
- The ushers will be the last to commune in each of the communion lines. They will also:
 - Pull the communion cloth back over any remaining juice cups on the inner aisle communion cabinets.
 - Close the drawers in the inner aisle communion cabinets.
 - Close the drawers in the outer aisle communion cabinets.
- At the end of the service, the ushers may join the recessional so as to be at the doors to the sanctuary when the assisting minister dismisses the congregation.

After service:

- As the members of the congregation are leaving the sanctuary, the ushers:
 - Kindly invite them to any fellowship gathering occurring after the service.
 - Encourage them to take home the bulletins and/or home devotions.
 - Inquire with any guests about their experience and invite them to worship again.
- Once the sanctuary is cleared, the ushers go through the rows of chairs to ensure any garbage, bulletins, hymnals, Bibles, etc. are put in their rightful place.
- Turn off all lights in the sanctuary.

Wednesday worship services may be held in different locations and with different service structures. Communicate with the Worship and Music Coordinator or Pastor for details concerning the role of the Ushers in these occasions.