

VICTORY LUTHERAN CHURCH

Usher Duties and Responsibilities

Purpose

- To assist parishioners in their worship by providing a warm, friendly and joyful atmosphere.
- To assist any who are in need; especially welcome new visitors. Let families with small children know where the nursery, bathrooms and Quiet Room are located. Answer any questions people might have, refer them to a council member or pastor, if necessary.
- To record attendance.
- To make sure the Financial Secretary gets the offering.
- It is recommended that you wear a tie and coat. However, clean, neat and friendly appearances are all that is required. **No jeans or shorts.** Usher badges will be made available.

Pre-service Check List:

- Ushers should arrive at least 15 minutes prior to the beginning of the worship service.
- Review bulletin to see if there are any baptisms or other special events. Meet with Pastor for instructions.
- Turn on the power in the media booth for microphones.
- Dim lighting in sanctuary until beginning of service. Keep sanctuary doors closed.
- Light candles 10 minutes prior to the start of the worship service.
- Have one usher stationed at the entrance to the sanctuary to hand out bulletins 15 minutes prior to the service. Greet everyone as you hand out bulletins; be aware of the number of bulletins available, if getting low only give bulletins to adults and ask couples to share.
- Make sure service begins on time by encouraging people to be seated.
- Both ushers should remain stationed in the rear of the church during the service to assist members and visitors.
- Keep sanctuary doors closed during worship service.
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Offering

Stand in back of the center isle until Pastor motions the usher team to come forward to receive plates. After collecting offering, station yourself in the center isle and wait for Pastor to turn and face congregation. Carry plates to the altar and then return to your seat in rear of church.

Recording attendance

It is recommended that attendance be counted about 15 minutes after service starts, or, prior to Pastor dismissing children for Children's Church. Record attendance on slips available in media center.

At the close of the worship service

During the last verse of the, "Closing hymn", open sanctuary doors. Snuff out the altar candles during the last verse of the Closing hymn. [Be sure to bow as you approach and leave the steps to the altar.](#)

One usher should be assigned to dismiss congregation. As the Pastor starts moving towards the Narthex, the usher should move to the front of the church (it is recommended that you use a side isle) and working from the center isle and alternating from left to right, usher congregation out. Pay attention to the progress of the people exiting. If the line gets too long, wait for it to thin out and then continue to usher congregation out.

One usher should station himself in the rear to assist Pastor, as necessary.

Post-service checklist

Take offering plates to Secretary's Office. (Second service)

(Second service) Fill altar candles with oil. There should be a soft cloth available to wipe any fingerprints off brass.

Baptisms

Prior to the worship service, pour a pitcher of HOT water into the baptismal font. Pitcher is located in the vestibule to the right of the altar. Introduce yourself to the family prior to the worship service. During the last verse of the baptismal hymn, look for the pastor to motion for the family. Usher family to the front and stand to the side of the isle until the baptism is complete. Then usher family back to their seats. At the end of the worship service, water from the font can be dumped on the grass outside. Make sure you dry the inside of the font.

Holy Communion

Two usher system. One usher will serve as the "gate" stationed at the front of the center aisle. He will ensure that no more than 14 communicants come forward to the table at a time. Guide communicants to and from the altar, assisting elderly members, as necessary. Ensure that communicants return to their seats using the side isles. (Note: Left side communicants should be instructed to exit around the front of the piano.)

The second usher is responsible for inviting communicants to take communion. Starting from the front of the sanctuary (right side) and working to the rear of the sanctuary. Then moving to the front of the sanctuary and inviting communicants on the left side of the sanctuary to take communion. Each table should be no more than 14 communicants. Please strive to keep family members together. Start forming next table of communicants when the communion wine reaches halfway through the table being served. The ushers will usually be the last to commune.

General responsibilities

During Advent and Lent, ushers from the current Sunday are responsible for mid-week service.

If you are unable to usher on assigned Sunday, try and find a replacement. If unable to find a replacement, contact the Head Usher, Shane Lomen, 904-318-0719 or Slomen@comcast.net.

EMERGENCY PROCEDURES

In case of illness, assist person as needed. The following members are trained in CPR and First Aid – Rachel Cochran (nurse), Cary Milk, Cindy Nelson (nurse), Shane Lomen.

In case of fire, assist in leading the congregation outside through front and side doors and away from building. If situation permits, conduct walk through of all rooms to ensure everyone is out of the building.

Become familiar with these individuals, noting where they are seated.

Should you be required to call 911 – advise 911 operator of your emergency and provide address of church 4651 Kernan Blvd. S. The **Call back number (904) 642-8900**. If possible, one of the ushers should station himself outside to direct arriving emergency personnel.

Automated External Defibrillator (AED)

The AED is located in the kitchen closet, left hand side. Only those certified may operate the AED.