

**TRINITY LUTHERAN CHURCH - BREWSTER, NY**  
**Usher Instructions**

**ARRIVAL**

Please arrive at least 20 minutes before the service begins (for high attendance days, please see note at end).

If lights are not on, please turn them on. Make sure all doors are unlocked.

Depending on the time of year, check on heat/air conditioning. Timers are set and should go on automatically. Thermostats are on the back wall and on the wall near the organ. Make sure microphones have batteries and are in place.

If there is no acolyte, please light the candles on the altar 5 to 10 minutes before service. Depending on the season of the church year, also light the Paschal/Christ Candle-Easter season and baptism Sundays, and the Advent wreath during Advent.

Distribute bulletins to worshippers as they enter the Sanctuary.

If requested, distribute enlarged print bulletins and assistive listening devices. The latter are in the cabinet directly under the ushers' supplies. Just turn on the unit; the listener uses the earpiece to be connected directly to the sound system.

**BEGINNING OF SERVICE**

When prelude begins, keep noise in the narthex to a minimum.

When service begins (after entrance hymn), close the Sanctuary red glass entrance doors.

Assist in seating latecomers. **Do not seat people during any spoken part of the service**, i.e. the Confession, Greeting, Prayers, Scripture Readings, etc., or when there is a special prelude. People can be seated during the singing of hymns and liturgy.

**ATTENDANCE**

During the service (a good time is during the sermon), count the number of adults and children worshipping and enter the numbers in the attendance book in the cabinet on the credenza in the Narthex.

**OFFERING**

During the Offering, both ushers go to the baptismal font, where they receive offering plates from the acolyte/assisting minister. After receiving offerings from the center sections, receive offerings from the side sections and back walls. After all offerings are collected, one usher brings the offering plates and one usher brings the gifts (the ciborium with the communion wafers and the carafe with the wine, which are located on the credenza in the Narthex) up to the altar during the offertory hymn. The offering plates are given to the acolyte/assisting minister standing on the chair side of the altar. After the plates are raised up by the assisting minister, they are taken by the acolyte to the counter in the dry sacristy behind the altar. (If there is no acolyte, this usher should bring the plates to the counter when the assisting minister hands them back.) The gifts are handed over to the assisting minister standing on the organ side of the altar. The ushers return together to the back of the Sanctuary.

## **COMMUNION**

Check the bulletin to see if Communion is being offered at the rail or at stations. At Communion, one usher stands at the beginning of the center aisle to tell people when to go to the communion rail, and the other usher indicates to the people in the pew when to get up to stand in line to go to the communion rail. When Communion is offered by stations, it is not necessary for an usher to stand at the center once the first pew is in line. **Do not send people to the communion rail until singing the Lamb of God is concluded.** If there is a choir, they generally form the first table of communion or are the first in line for stations so they can return to their seats and lead the singing of the communion hymns. Collect Communion cards if they are offered.

## **AFTER THE SERVICE**

During the last hymn, open the Sanctuary red glass doors. Use your judgment when to open the doors, since sometimes there may be people standing around in the Narthex talking.

At the end of the first service, collect bulletins.

As people exit, collect enlarged bulletins and assistive listening devices.

Take all the offerings out of the plates and put them in the red bank bags found on the counter in the dry sacristy behind the altar (they may be in the top right drawer). Give them to Pastor to be put in the safe or return them to the drawer if the second service follows.

**Please separate the envelopes and the cash and band them together before putting in the bag.**

Walk through the pews and collect bulletins and other items left behind on the pews or in the hymnal racks. If there was a baptism, empty the font. Return the microphone batteries to the charger after the last service and turn power off.

After the last service for the day, please make sure that:

The lights are out in the Sanctuary, Narthex, Fellowship Hall, Shepherd's Hall, Choir Room, and Nursery/Youth Room. The only light left on is the Eternal Candle by the organ.

All four entrances are locked.

## **SPECIAL NOTE**

On days when there is high attendance (i.e. Easter, Christmas, Palm Sunday) ushers should arrive at least 30 minutes prior to the start of the service. This will enable ushers to distribute bulletins to the early arrivals and also to have additional chairs in place for overflow seating in the Narthex. If the hymnal is being used during the service, please also "borrow" some hymnals from the pews for the worshippers who will be sitting in the narthex. When people are seated in the narthex, remember to include them in the count and to bring them forward to receive Communion.

If you are unable to serve as scheduled, please switch with someone and inform the church office.