

Worship Assistant Description: Usher

Thank you so much for volunteering to be an Usher at Messiah Lutheran Church! This important hospitality ministry is essential to every aspect of worship at Messiah. What follows is a brief description about the duties of an usher:

Before Worship

- Be sure to check calendar in the narthex to see what days you have been scheduled for. **If you cannot make those days, please let the Parish Administrator know as soon as possible so she can alter the schedule.** If you know you cannot be available on specific a day before a new calendar is released, please let the Parish Administrator know. **Please only contact the pastor in case of a Sunday morning emergency via text.**
- Pay attention to the weekly worship update emailed out by the Parish Administrator.
- Please **arrive by 9:45am** and check with the pastor about any unique duties for that Sunday's particular worship service. **Put on a Hospitality Minister lanyard** which are stored on the desk in back of the sanctuary.
- **Ushers are required to be well versed with both Messiah's Emergency Response Plan & Safe Church Policy and willing to fulfill duties included in those policies as follows:**
 - Ushers are responsible for calling 911 in event of a medical emergency, intruder/ active shooter or fire or fire emergency.
 - Ushers are responsible for calling 911 or speaking to the person in question, depending on the circumstances, in cases where it is reported someone is making inappropriate and/ or abusive comments.
 - Ushers are responsible for assisting a trained member of the Care & Concern Ministry Team as requested in case of medical emergency.

During Worship

- Greet parishioners and hand them the bulletin and any other service booklets needed for that day from outside the sanctuary. Once the Parish Musician/ Cantor begins to play **at 10:00am during our meditation time** invite individuals to quietly prepare for worship.
- Assist with any extra handouts if needed.
- Assist the acolyte (and crucifer/ torchbearers) with lighting tapers as needed.
- Make sure to alert the nursery to bring the children upstairs a few minutes before the Children's Sermon (usually right before the Prayer of the Day). **When nursery is in session.**
- Take the count of all the people attending services (including nursery children) and record the appropriate tally in the columns in the service register (register is kept on the top shelf at the left side of the Narthex, next to the doors).
- Children from Nursery should be called upstairs for Communion. **When nursery is in session.**
- One usher will need to bring a microphone around to people who offer prayers during the Intercessory Prayers.
- During the Setting the Table song, one usher will take the wine decantor and the other usher will take the bread forward and hand them to the Assisting Minister.
- Light the large center candle in the votive holder and pull the table out from the stair area.
- During communion, one usher will then stand in the front of the aisle to direct those finishing communion to use the outer aisle. The other usher will invite members of the assembly to join the line in the center aisle from the pulpit side of the sanctuary first, front to back and then from the piano side of the sanctuary, front to back. Ushers take communion following other members of the Assembly. Please let the Presider know if someone needs to be served communion in their seats.
- Bring the Presider the hand microphone during the dismissal.

After Worship

- **If the taper wick is too short for another day's use, please let the altar guild know.**
- After the dismissal, collect any bulletins from the parishioners that do not wish to take their bulletin home; tidy up the back counter. **Please refrain from blowing out the votive holder until everyone has exited the sanctuary.**
- Return your hospitality minister lanyard to its place on the desk in back of sanctuary.

Additional Tips

from *Leading Worship Matters: A Sourcebook for Preparing Worship Leaders*.

- When directing people at communion or at other points in the service, use hospitable gestures that welcome and invite (for example, a slow sweep of the arm). Don't be afraid to speak simple instructions to visitors who seem unsure what to do. If a visitor is first in line for distribution of communion, consider walking in front of them or asking a regular worshiper to lead the way.
- Be flexible! If someone isn't in exactly the right place or something doesn't go exactly as anticipated, it's okay. Gently guide people to the right place, and stay calm if something goes wrong.
- In paying attention to visitors, don't forget about welcoming and assisting regular members too.
- Be prepared to help those with special needs. This includes knowing where to find large-print materials or assisted listening devices.