

# Prince of Peace

## 10 am Usher Guide Lines

### The Ministry of an Usher

Church growth statistics tell us that a first time visitor to church makes up his or her mind to return within the first 15 minutes of stepping onto the churches campus. This means that the ushers are often the first people to make a first impression. As has been said "there are no second chances to make a first impression". Visitors will judge us early and often and your ability to welcome, guide, and direct people will be very influential in visitors decisions to return and perhaps join us.

Prince of Peace has been given by God the spiritual gift of hospitality and you as an usher are a minister of that hospitality. Thank you for your willingness to serve. Please pray for your ministry and those whom you will come in contact with during the execution of your ministry.

### Scheduling of Ushers

The ushers schedule is compiled every quarter by the head usher and mailed at least one month in advance. A copy can also be obtained by going to the church web site [www.popwh.org](http://www.popwh.org) and looking up ushers in the schedule section.

If you are not able to serve on your appointed day it is up to you to arrange for an alternate. There are a number of people who are on the alternate list. Try to use these people first.

Each team will be made up of at least four people including a captain who will help assign duties that need to be performed.

All ushers should have a key to the church so that doors can be unlocked and locked following the service.

### Before the Service

Please arrive 25 minutes before the 10 am service. Begin your ministry by entering the Sanctuary for personal prayer. Pray to God for those who will be worshipping with us that morning, that they might feel God's presence and be touched by His Spirit in body, mind, and spirit.

Place the name tag board in a location where people can easily see it so they can get their name tag. Please wear your name tag. If you do not have one or cannot find it one can be ordered from the office for \$3.00.

Please wear modest attire. Many people like wearing coat and tie or a dress, but conservative informal dress may be worn.

Check the pews to make sure that there are prayer slips, visitor cards, and pencils in each pew rack.

Find the Master of Ceremonies worship sheet (which should be on ushers table) so that you will be aware of special instructions for that given Sunday (such as Sunday School coming in, kneeling

communion, standing communion, choir communion first, etc.). There is a check list on that sheet that is valuable to go through.

Greet people outside or in the Narthex with a warm greeting and hand them a worship bulletin. If you know that someone is new ask them to sign the guest book. Be attentive to people with small children. Share with them the availability of Sunday School, Nursery, or the Chapel if desired.

### **General:**

**Emergencies:** Be prepared to help those who become ill or otherwise need assistance. A cellular phone and first aid kit will be in the ushers cabinet for use if needed. Note to head ushers: Each team has one person trained in CPR and additional CPR training will be available for ushers from our Health Ministry on a regular basis.

**Temperature Control:** When the worship service begins please close the double outside doors. For some reason our building acts like a large chimney with the double doors being the flu. What little cold air in the summer, or hot air in the winter goes out in a hurry. Please be aware of this.

Please try to keep talking to a minimum. Stand or sit in the rear of the church during the service, being alert for emergencies or requests for assistance from clergy, M.C., or congregation.

### **Worship Begins**

Once worship has begun please seat people only during the singing of a hymn or psalm. Please hold people in the Narthex during readings, plays, sermons, etc. There are five free standing chairs at the back of the church to offer latecomers until seating time.

### **During the Sermon**

Count the congregation as inconspicuously as possible and complete the (goldenrod) Attendance Sheet found in the ushers table. Please add up the attendance and on a corner of that sheet place the number of people in church. Bring that corner to the acolytes when you receive the collection plates.

### **At the Announcements**

Please give newcomer packets to newcomers who introduce themselves. These packets are kept in the ushers table.

### **At the Offertory**

Four ushers and element bearers proceed to the steps to present the bread and wine. Remember to take the congregation count with you. The ushers receive the plates and begin taking collection. When the collection is completed (if the choir is still singing) separate the prayer slips and place them on top.

If the choir has finished singing, do not separate the prayer slips. Proceed to the altar to bring the offerings as soon as the choir finishes the anthem. Please remain at the altar until the congregation is finished singing the doxology.

### **During Communion:**

As the Celebrant and Altar Party are taking communion begin the process of directing people to the altar rail or station. The rail should be full by the time the altar party has received Communion. Generally the choir takes communion first. If the usher instruction sheet says they are to take Communion last, an usher should let them know when the last three pews begin to get in line.

Regulate the flow of communicants by releasing an aisle at a time. It is desirable to have a line of eight to ten people at the chancel steps at all times to keep the altar rail filled. Some people may need to be directed to fill the rail from the center outward. Ushers should receive communion last.

Please inform the clergy of anyone who cannot come to the rail who would like to receive communion.

### **After the service**

Straighten books, pick up extraneous bulletins and generally restore order to the church. Please let the office know of any supplies that might be running low such as Visitor Cards, Prayer slips, etc. Put these needs on the Attendance sheet.

Close and lock all outer doors (except sacristy door). Turn off air/heater units in the chapel, narthex, choir loft (west side) and main sanctuary at the top of the wheel chair ramp.

Place the completed Attendance Report Form on the desk in the church office.