



USHER RESPONSIBILITIES

Please arrive at the church 30 minutes prior to the start of the service and check and/or perform the following tasks:

Name Tags: Put on your name tag so that people know who you are. Name tags are located on the south usher table. If your name tag is not there, please use one that says "Usher".

Candles: Normally we will have acolytes to light the candles. However, if we do not have acolytes, during the prelude, please light the 3 candles on each side of the altar. If it is a Communion Sunday, please light the exterior (taller) candles. If there is a baptism during the service, please light the tall baptismal candle near the baptismal font as well. Supplies to do this are found behind the altar.

Fire Extinguishers: Know the locations of the fire extinguishers (two on the back wall of the worship space; one next to the door going toward the education wing hallway and one on the south wall of the balcony). Additional fire extinguishers are placed in the upstairs hallway near the restrooms and church office, the Preschool Office, near the Sacristy and in the Kitchen.

First Aid Kit: A first aid kit is located on the back wall of the worship space. Should any spills (blood, vomit, etc.) need to be cleaned up, a bottle of "Sorb-It" and gloves are located under the usher table on the south side of the worship space.

Provide Assistance As Needed: Be aware of anyone needing assistance. A wheelchair is located in the coat area in the entryway. If someone needs immediate assistance due to a medical emergency, have one usher stay with the person and another call 911. The address of Trinity is 203 N. Harth Avenue. The address is also posted above the usher's table.

Bulletins: Check to make sure the correct bulletins are on the tables so that congregation members may pick one up as they enter.

Greet: As able, greet all worshipers warmly as they enter the Sanctuary.

Bell Ringing: The bell should be rung 15 minutes prior to the start of the service. Ring the bell 7 times.

For People with Young Children: Coloring pages and crayons are available on the Welcome Table in the Narthex.

Be courteous and helpful at all times to all people. Watch for visitors and ask if you can help in any way. Be available to help people find seating if needed. Please refer to the rest of the instructions on the back of this document.

Below are the responsibilities during the Service:

Attendance: Count the number of people in attendance (include everyone: adults, children, and worship leaders) and record in the attendance book located on the south usher's table. Be sure to count the balcony.

Offering: When the two ushers arrive, they should find 2 more people willing to help pass the offering plates. Take the offering as scheduled in the bulletin. Offering plates are located on the center shelf on the back wall of the sanctuary. You will need 4 plates for downstairs and one plate in the balcony. Start at the front of the church and work your way back. Ensure someone collects offering in the balcony. When all offering has been collected, 2 people need to take the offering to the front of the church and place it on the altar. If there is special music during the offering, please wait to bring the plates forward until the song is finished.

Communion: Currently, communion is served at two stations at both the Traditional and Celebration Worship Services. Have 2 ushers direct people forward. Start with the front pews on the sides and proceed to the back. Then move to the center section and begin at the back and work forward. Ushers should take note of anyone who would like to have Communion brought to them and let the Communion servers know.

After the service:

- After the congregation has exited the Sanctuary and everyone has had a chance to place an offering in the plate, two unrelated ushers (if ushers are related, find someone to do this with you) take the two plates of offering to the Sacristy.
- In the Sacristy, there will be plastic bank deposit bags on the desk. Place the offering in a bag and seal it. Label which service the offering is from. Both people need to sign and date the receipt. The receipt is then placed in the box on the desk.
- One person needs to take the bag to the night deposit at First Bank & Trust. The depository is on the south side of the bank, in the drive-through area. No key is needed.
- **For protection of all money handlers, it is imperative that two unrelated people handle the money until it is sealed in the bag.**

In the sanctuary, ushers should collect bulletins and papers that congregation members do not wish to take home and place them in the "Paper Only" bin to be recycled. Please straighten the hymnals and place any left items from the pews on the Usher tables in the back.

Thank you for serving your Trinity family in this way! We greatly appreciate you!