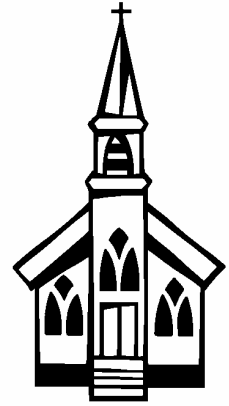


FAITH LUTHERAN CHURCH

Guidelines For Ushers



1. Ushers should arrive at the church at least one-half hour before the service, earlier on special services, such as Easter and Christmas Eve.
2. Discern which hymnbook is being used for worship, the *ELW* (cranberry) or *With One Voice* (blue). Check the bulletin or ask the pastor.
3. Insert a bulletin in the inside front cover of the hymnbook.
4. Check to see if the lights have been switched on in the middle and far sections of Augustana Hall. The switches for these lights are in their respective sections.
5. Check to see if the p.a. system has been turned on before the service. The main p.a. is situated in the room at the back of the middle section of Augustana Hall. If it is not on, please tell the pastor. The room is locked. There is a key in the Robbery closet.
6. Ensure that the headphones for the hard of hearing are out. There are three of them. They too, are in the PA room.
7. Ensure that the guest book has been set out on the guest bookstand, and that there is a working pen with it.
8. During severe weather, one usher should stand inside the Little Ark Day Care door on the east side of the building and open it for worshippers. Do not leave it propped open as this would be a security risk for the residents of the building.
9. If there is no acolyte, light the candles about five minutes before the service begins. Check to see that the candles have been extinguished following the service. Please use the candle-lighter to light and extinguish the candles. (DO NOT blow out the candles as this sprays hot wax over the altar paraments.)
10. Set out a glass of water for the pastor on the floor beside the pastor's chair.
11. Make sure that the proper book plus bulletin is on the acolyte's chair.
12. Once the announcements begin, please close the doors to Augustana Hall and make sure the kitchen door is closed.
13. During Communion Sundays, please wait until AFTER the Brief Order for Confession and Forgiveness to sit any latecomers.
14. Identify guests as they arrive. Point out the guest book, the coatroom, the washrooms, and

provide them a Faith Lutheran Church brochure which are found on the hymn book cart.

15. Ensure that there is adequate seating for all people. Extra chairs are usually in the kitchen or one of the closets off Augustana Hall.

16. If there is a Baptism, during the Baptismal Hymn bring lukewarm water from the Robery (a flask will be set out for you) and pour it into the baptismal font bowl. After the baptismal service, during the passing of the peace, please return the baptismal font to its position under the hymn board. Following the service, ensure that the water from the bowl has been emptied.

17. Offer crayons and pictures (which are on the book carts) to parents with young children.

18. Usher the people to Communion. Some of the elderly members may need an arm to lean on: please give them yours.

19. Collect the offering at the appropriate time. Count the people while taking the offering and give this number to the counters in the Robery after the service. Find out from the Sunday School superintendent the number of Sunday School students and add this number to your count.

20. Collect the hymnbooks following the service, remove any bulletins from them, and re-stack them in the hymnbook cart. You don't have to move the carts; the set-up crew will push the cart back to its weekly place.

21. Put the left over bulletins in the back stairwell for recycling. There should be a blue box there.

22. Know where the phones are:

Kitchen: located on the far end of the counter

Cana Hall: located right inside the doorway

Robery: on the desk

Just pick up the receiver; the phone will select an outside line for you. If you select a line *before* picking up the receiver, you must push "9".

23. Sit at the very back of Augustana Hall during the service on the two chairs provided.

24. In the event of a fire alarm, usher the people to one of the following exits: the main lobby door, the east end exit (by the Robery), or the back door (by the kitchen). Ensure that nobody uses the elevators or panics.

25. In the event of a person fainting, sickness, heart attack, etc., note if any medical personnel are present, contact appropriate agencies if need be, and direct the ambulance people to the person. (You most likely will never have to do this, but it might happen.)

Faith Lutheran Church address: 44 William Street West, (in Faith Place)

Faith Lutheran Church phone number: 905-725-2755.