**GUIDELINES FOR USHERS**

**GOOD SHEPHERD LUTHERAN CHURCH**

**SEATING**

When the church is filling to capacity, scan the sanctuary for open seating to help accommodate a group/groups you are trying to seat. If necessary, large groups may have to be split up. Try to seat late arrivals during breaks or pauses in parts of the service.

**SANCTUARY DOORS**

Close the doors to the sanctuary when the pastors and acolytes start their walk to the altar. Open and hold the doors for late arrivals and persons coming out of the sanctuary during the service. Open the sanctuary doors as the musician starts the final song.

**COMMUNION SUNDAYS**

Ushers will take communion first. On communion Sundays when the choir is singing the director and the choir go next. The center section goes next, starting with the front row and working back. After all of the center section is done the left and right sides should be given directions to go to the back of the sanctuary and come down the center aisle. If there is anyone in your section that requires the pastors to come to them for communion, stand near them and get the attention of the pastor. Please don’t create a long line to stand and wait to be served communion. Rather, send one row down the aisle at a time.

**OFFERING**

Two ushers come up the center aisle and receive the plates, two for the right side and three for the left. Plates are then given to the ushers assigned to the outside rows. They are then passed down each row working to the back of the sanctuary. When all collections have been made, all plates are brought to the back of the sanctuary and combined into two plates. When the offering music is over, two ushers take the plates to the pastor at the altar and stand there until the pastor blesses the offering and takes it to the altar. After that they turn and walk to the back of the sanctuary.

**END OF SERVICE**

Please collect bulletins to be reused at the next service. You may need to add the colored inserts. Check pews and floors for any items left. Try to locate the owner of the item, if you can’t please put the item in the lost and found located across from the music room.

**EMERGENCIES**

Always be alert for anyone who may be having a health issue and needs assistance. If there is a medical emergency one or more ushers should go stay with that person. In all medical emergencies make certain someone has called 911. An emergency defibrillator is located on the wall just outside the sanctuary. A first aid kit is located in the cabinets at the welcome center.

**HOLIDAY AND FESTIVAL WORSHIP**

If your team is assigned to serve at a service where we have a need for extra chairs to be set up, do your best to get people into the sanctuary first, then add overflow chairs in the narthex.

**ABSENT**

If you are going to be absent from your regular usher assignment, please try to notify your usher captain a few days in advance so they may be able to find a sub or recruit someone from the congregation.

**SUGGESTED USHER DRESS CODE**

While we do not have a dress code at Good Shepherd and want people to feel comfortable coming ‘as they are’, we appreciate you ‘looking your best’ and giving a positive impression to our guests.

**BE PRESENT IN SANCTUARY**

We appreciate your presence inside the sanctuary throughout the worship service.

**YOUTH IN WORSHIP**

September-April, youth from our Confirmation Ministry will be assisting in worship through Greeting, Ushering, Reading and Acolyting the First & Third Sundays of each month.   Please warmly welcome our youth, give them guidance and direction to usher well and provide them with the opportunity to participate in ushering *with* you.

**GREETING**

If there is nobody scheduled to greet guests at the front door please ask one usher to serve in this important duty.