

THE
USHERS
GUIDE

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Ushering at Bell Street

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Duties of the Ushers and Greeters at Services of Worship

Thank you for agreeing to be part of one of our ministry teams which will be responsible for ushering and greeting during a two-month period at Federated. Ushers and Greeters fill an important role in the service, one that contributes to the atmosphere of worship and the way people feel about our Church when they leave the service. Please pray silently for each person you attend to as an Usher. You are ushering them into the presence of God. Following are some basic instructions that will help our efforts.

- 1) **PLEASE BE AT THE CHURCH AND READY TO USHER AT LEAST 30 MINUTES BEFORE THE SERVICE.** This is holy ground and holy time. Your early arrival says this is important business.
- 2) **PLEASE CHECK THE FIRE EMERGENCY PLAN.** Speak with your Captain to verify your action requirements because you will be a part of the evacuation procedure if there is an emergency.
- 3) **The Usher Captain will give you your assignment.** The assignment covers the pre-service, offertory and the fire evacuation plan and post-service duties.
- 4) **Be an active usher.** Greet the congregation warmly and usher people to seats as appropriate. You may be the primary personal contact that a person has during the service and you have a real responsibility to welcome and set the tone for the service. Hold the bulletin until you reach the pew and people won't treat you like a bulletin rack to grab from.
- 5) **Please usher people as close to the front as possible.** When empty rows separate the congregation from the Worship Leader, it makes communication more difficult. Empty pews at the front of the Sanctuary weaken the connection between Worship Leader and congregation.
- 6) **Stay at your posts until after the first hymn.** People frequently need seating at that time. Plan to sit near your post to let you respond more easily in case of an emergency or for other needs that may arise. Ushers assigned to the entry doors of the Sanctuary and the Balcony need to remain near their posts throughout the service. These ushers will prevent unnecessary entering of both the Sanctuary and Balcony after the service has begun, especially during prayers and the sermon. Distractions at these times are especially annoying.
- 7) **Reassemble well before the Offertory.** The Ushers must be ready to go forward at the appropriate time.
- 8) **Assist in clean up after the service.** "Many hands make light work."

Again, we thank you for your help in making our worship services a meaningful experience for everyone. If you have any suggestions that will improve the way we usher, please let us know. In a profound sense, you as an Usher are a representative of Christ. What a calling!

Duties of the Deacons and Usher Captain

Before a New Term Begins

A) Recruiting Ushers and Greeters:

- 1) We are looking for Ushers and Greeters who have:
 - (a) the spiritual gift of hospitality;
 - (b) indicated a willingness to serve on one of our ushering teams;
 - (c) completed an usher training session.

As new members join the Church, their names, and especially the names of those who have indicated an interest in ushering will be made available. Church staff will inform Deacons of individuals who have indicated an interest in ushering. Deacons and Captains should have an updated copy of "Connections" when working with their teams.

2) The objective is to have a well rounded team of Ushers and Greeters serving at the same time from week to week to provide as much consistency as possible. The group on a given Sunday should have a reasonable balance of men and women. A balance of ages is also highly desirable. Try to include younger adults each Sunday. Younger families attending for the first time are more likely to feel that there is a place for them at Federated if some of the Ushers are similar in age to them.

3) Eleven teams serving two-month terms will cover the services during the course of the year. The teams will generally be responsible for a two-month term during the year. Additional Ushers from the Board of Deacons will be available to assist on Communion Sundays, usually the first Sunday of each month.

4) The Usher / Greeter teams will be recruited at the beginning of each year by the Board of Deacons. Adjustments will be made to the teams as needed during the course of the term. **Captains call the Church Office with your Usher schedule for the coming Sunday by the preceding Wednesday so that the office staff can list the Ushers in the bulletin. Identify any new or first time Ushers so that the staff can prepare name tags.** By so doing we personalize our ushering ministry and recognize the significant contribution of the Ushers.

5) Twelve Ushers / Greeters are needed for both the 9:00 and 11:00 o'clock services. Using yourself as a backup will avoid on-the-spot recruiting if an Usher has a last minute conflict and provides flexibility in case there are special needs in a service. Twelve Ushers / Greeters will also be used when we go to a single service at 10:00 during the summer (usually mid-June through the second Sunday in September).

6) Captains call your upcoming team members to remind them that their term will begin ten days to two weeks before the start of the new term. Confirm each member of your team within a few days of the beginning of their service.

B) Preparation before the service:

- 1) Ask your people to be present at least 30 minutes before the service begins.
- 2) Have them:
 - . Put on name tags and red carnations.
 - . Receive their assignments from the captain.
 - . **STUDY THEIR FIRE EVACUATION ASSIGNMENT**
 - . Greet and provide bulletins to early arrivals.
- 3) The number of Ushers are assigned as follows:

Position

Center Aisle	1
Left Aisle	1
Right Aisle	1
Center Sanctuary Entrance	1
Left Sanctuary Entrance/Bell St. Narthex Door	1
Right Sanctuary Entrance/Stairs Up	1
Inter/Narthex Doorway	opt
Balcony	1
Second Bell Street Narthex Door	1
Lower Lobby doors	2
Lower Lobby stairs	2
Ring bell 00:50 to 00:55	Capt.

- 4) Ushers should provide a cordial welcome and usher people to their seats in the center and side aisles. Hearing aids and large print bulletins are available and should be offered where appropriate. Your friendliness is crucial. You never get a second chance to make a good first impression!
- 5) Please usher people as close to the front as possible. This is more easily accomplished when only those Ushers stationed toward the front of the Sanctuary have bulletins, rather than those serving in other locations. When empty rows separate the congregation from the Worship Leader, it makes communication more difficult.
- 6) Be aware that, while many people prefer to find their own seats, others will appreciate help – especially newcomers or when the Sanctuary is full. Greet all worshipers warmly and give them a bulletin and any other help they need.

- 7) Once the service begins, all worshipers should be held at the entry into the Sanctuary. Late comers may be seated immediately following the announcements. Worshipers arriving after that point in the service should be directed into one of the rear pews, if possible, during the first hymn.
- 8) The ushers should be given instructions by the captain on when to go forward for the collection.
- 9) Ushers / greeters are responsible for straightening up the sanctuary after the service. Pick up the signed sheets in the black hospitality books and give to the captain. If the book is depleted or if the red visitor tags are depleted, the ushers need to replenish them. Remember to pick up in the section of the Sanctuary where the choir sits. Usher captains should leave the hospitality sheets and card containing the worship service count on one of the desks in the main office.

Special Duties of the Captain

- 1) Familiarize yourself and the ushers with provisions for emergencies such as fire.
- 2) Insure that all of the Ushers / Greeters understand their assignments.
- 3) Check to make sure the collection plates are at the back of the Church.
- 4) Light the candles about 20 minutes before the service. Ring bell about 10 minutes before the service. (Children love doing this so consider getting their help if you have some accompanying parents on your team.
- 5) Check with the Worship Leader regarding special arrangements for the day.
- 6) Rope off pews for special guests.
- 7) Rope off three back rows of pews. Open them when the rest of the Church is filled or just after the service begins.
- 8) Be alert to assist wheel chair attendees.
- 9) Advise Ushers of special seating for families or groups.
- 10) Make sure the worship count card is delivered to the Church Office with the ministry of hospitality sheets collected from your service.
- 11) Just prior to the Offertory, distribute the plates.
- 12) Provide the Ushers direction on when to go forward. (Instructions on how to proceed are attached.)
- 13) After the service take the offering to the Financial Assistant's office; take the attendance count and the signed sheets from the black books to the main office.
- 14) Provide one of the ministers any special information that may be of help. Advise Properties Manager of required maintenance work
- 15) Instruct the Ushers regarding the appropriate way to handle children who are brought to Church. Be prepared to intervene during the service per the enclosed handout.

Operational Details for Worship Service

Before the Service Begins

Usher #2 - stationed just outside center entrance to main floor of Sanctuary to greet worshipers. Direct worshipers up center aisle to Usher #1 who will have bulletins and assist them in finding seating.

Usher #'s 3, 1 & 4 - stationed approximately 2/3 of way down their assigned aisle. Remain there until service begins, facing worshipers as they enter Sanctuary. Only these Ushers (along with **Usher #8** in the Balcony) are to hand out bulletins prior to start of worship. Assist worshipers as they search for seating.

Usher #5 - stationed just outside left entry to main floor of Sanctuary. Cover that entry into Sanctuary and the Bell Street entry into Narthex. Direct those wishing to sit on left side of the Sanctuary to **Usher #3** who will provide a bulletin for them and assist them in finding seating.

Usher #6 - stationed at top of steps from lower level. Greet worshipers as they come up main stairway. Direct those wishing to sit on right side of Sanctuary to **Usher #4** who will have a bulletin for them.

Usher #7 - stationed at main Bell Street entrance into Sanctuary.

Usher #8 - stationed at top of stairs leading up to Balcony. Greet and hand out bulletins to arriving worshipers, indicating where available seating may be found.

Greeters: Two at base of stairs and two at main lower doors near reception desk. (One of these may need to leave the post temporarily to escort newcomers to Sanctuary or Church School. If only one Greeter is here, first preference would be to get an entering member of the Church Family to escort the newcomer; otherwise leave the post temporarily and escort them personally.) Greeters should remain at their stations until a few minutes after the service is started to continue to welcome late-comers. (*Operational tip:* If the team is short a person, the easiest adjustment is to place only one greeter at the foot of the stairs.)

When the Service Begins

Usher #'s 3, 1, & 4 move to back of the Sanctuary, just inside entry door to their respective aisle. When late arrivals are seated, provide bulletin and assist them in finding seating. Principal opportunity for late arrival seating will be as noted in the bulletin right after the announcements.

Usher #'s 5, 2, & 6 hold late arriving worshipers until either the minister or the bulletin indicates they may be seated.

Usher #7 remain at station.

Usher #8 hold worshipers at entrance to Balcony until time for seating late arrivals is indicated in the bulletin or by the minister.

When and where ushers should sit: After final seating of late arrivals (usually during the first hymn) Ushers may be seated in the Sanctuary. They should endeavor to sit in the area of the Sanctuary for which they have been responsible before the service in order that they may respond to any emergencies or situations needing an Usher's attention. Assemble for offering at time determined by Captain. (Ushers should always make certain that the Captain knows where they are and the Captain should be able to reach them inconspicuously.)

Taking collection:

Line up as shown on the floor plan template with **#1** at front left, **#2** at front right, **#3** on left behind **#1**, **#4** on right behind **#2** and so forth.

At direction of Usher Captain, proceed down the aisle at reasonable pace and fan out in front of the Chancel. **#1 and #2** will be in the center, **#3** left of **#1**, **#4** right of **#2** and so forth. Once all Ushers are in place, hesitate for just a moment then the outside Ushers will turn to the outside and proceed to their collection posts. Remaining Ushers will turn outward in succession and proceed.

Using 8 Ushers:

Ushers # 5 and 7 will proceed down the left side aisle and up the stairs to the balcony where they will collect.

Ushers # 6 and 8 will proceed down the right side aisle and up the stairs to the balcony where they will collect.

Ushers #3 and 4 will move to the heads of the outside aisles opposite **Ushers #1 and 2** at the head of the main aisles and collect.

Upon completion, Ushers will re-assemble in the Narthex where they will return the plates to the Chancel as directed by the Captain. The Captain and Worship Leader will pre-determine whether the plates will be handed to the Worship Leaders and left at the Altar or returned to the Narthex. If returned to the Narthex, the Captain and another Usher or Deacon will remove the offering into the bank envelopes and take them up to the office of the Financial Assistant and deposit them in the safe. If the plates are left on the Altar, the Captain and another Usher or Deacon will complete this after the service.

Using 12 Ushers:

Ushers # 9 and 11 will proceed down the left side aisle and up the stairs to the Balcony where they will collect.

Ushers # 10 and 12 will proceed down the right side aisle and up the stairs to the Balcony where they will collect.

Ushers #7 and 8 will move to the outside aisles and proceed aft to the brass plates opposite

Ushers #3 and 4 at the brass plates in the main aisles and collect from the brass plates to the rear of the Sanctuary.

Ushers #5 and 6 will move to the heads of the outside aisles opposite **Ushers #1 and 2** at the head of the main aisles and collect from the front of the Sanctuary to the brass plates.

Upon completion, Ushers will re-assemble in the Narthex where they will return the plates to the chancel as directed by the Captain. The Captain and Worship Leader will pre-determine whether the plates will be handed to the Worship Leaders and left at the Altar or returned to the Narthex. If returned to the Narthex, the Captain and another Usher or Deacon will remove the offering into the bank envelopes and take them up to the office of the Financial Assistant and deposit them in the safe. If the plates are left on the Altar, the Captain and another Usher or Deacon will complete this after the service.

Regarding Children's Attendance at Worship Services

On more than one occasion small children have disrupted the service. A blue card containing the following information should be used as part of our effort to avoid such incidents in the future.

The full procedure:

- A) When people enter the Sanctuary with preschool children, the Usher should provide the family with the blue card which explains the options available at Federated for younger children. Let them know that the Church School will be pleased to have their child in class. The Usher will need to be prepared to assist the family in locating the classroom.
- B) If the family prefers to keep their child in the service the Usher should let the family know that they will be available to assist them should the child get fussy during the service.
- C) If the child becomes disruptive and the family does not act, the Usher Captain should ask them to move to the Parent/Infant Room (left side of Sanctuary).

This issue was given considerable thought by the Board of Deacons and the process appears to be the best of the alternatives. We recognize that it places the burden of a judgment call on the Usher Captain. We don't want to offend anyone but neither can we accept inappropriate behavior.

A personal survey of several Church members resulted in the same basic comment: "A difficult problem to deal with but one that requires action to eliminate the distraction from the worship service." This reaction is a reflection that people feel that our Worship Services are deep and meaningful experiences that must not be affected by unnecessary sounds or commotion. Beyond the possibility of problems caused by children we should also be very aware of anything else that may detract from the focus on worship.

Thanks very much for your understanding and help.

In the Event of Fire

When using 8 ushers – Normal operation

Usher Assignment

- #1 Block Narthex door to Church School and Front Hall.
- #2 Station at main central doors to Sanctuary and direct people out main Narthex doors onto Bell Street.
- #3 Open exit door at front of Sanctuary. Direct worshipers from front left of Sanctuary, Deacons benches and left front of Balcony out front door to Bell Street. Keep people moving away from doors once outside.
- #4 Move to bottom of stairs at lower Lobby and direct worshipers out through lower Lobby into parking lot. Prevent worshipers from going to lower level Church School.
- #5 Move to Bell Street exit and direct worshipers out to Bell Street and away from building. Direct volunteers to help evacuate Parent/Infant Room
- #6 Move to top of stairs and direct worshipers from right side of Sanctuary down stairs to main Lobby. Block access to Church Office / Church School.
- #7 Direct worshipers in Balcony down main steps to Narthex; block doors to Christian Education office / elevator.
- #8 Direct worshipers in Balcony down main steps to Narthex; block doors to Church School.

Captain:

Advise minister.

Confirm above assignments.

Check Church School for stragglers and report that all is clear to firemen on Bell Street.

Then go to the Plaza to assist.

Usher Assignments in the event of Fire

When Using 12 Ushers

(This contingency plan may be used in event of anticipation of an exceptionally heavy attendance.)

Usher Assignment

- #1 Block Narthex door to Church School and Front Hall.
- #2 Station at main central doors to Sanctuary and direct people out main Narthex doors onto Bell Street.
- #3 Open exit door at front of Sanctuary. Direct worshipers from front left of Sanctuary, Deacons benches and left front of Balcony out front door to Bell Street. Keep people moving away from doors once outside.
- #4 Move to bottom of stairs at Lower Lobby and direct worshipers out through Lower Lobby into parking lot. Prevent worshipers from going to lower level Church School
- #5 Move to Bell Street exit and direct worshipers out to Bell Street and away from building.

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- #6 Move to top of stairs and direct worshipers from right side of Sanctuary down stairs to main Lobby. Block access to Church Office / Church School.
- #7 Direct worshipers in Balcony down main steps to Narthex; block doors to Christian Education office / elevator.
- #8 Direct worshipers in Balcony down main steps to Narthex; block doors to Church School.
- #9 Move to rear of right aisle and direct worshipers from right side of Sanctuary and coming down stairs from Balcony down the stairs to the lower level. If stairs to lower level are getting clogged, direct worshipers from Balcony out to Bell Street as conditions dictate.
- #10 Move to lower Lobby and block access down stairs to lower Church School rooms and Nursery.
- #11 Help evacuate toddlers from third floor.
- #12 Lead volunteers to help at Parent/Infant Room; assist #5 directing worshipers to Bell Street.

Captain:

Advise minister.

Confirm above assignments.

Check Church School for stragglers and report that all is clear to firemen on Bell Street.

Then go to the Plaza to assist.

Minister's instructions to congregation in the event of fire

- 1) Announce that there is a fire emergency.
- 2) Children will be met at the Plaza. **PICK UP ONLY AFTER ADVISING THE TEACHER;** this is critical to ensure correct head count and prevent child unknowingly left inside or endangering fire fighters looking for child who is *not* inside.
- 3) The left Balcony and front section of the Church will exit via the front left doors.
- 4) Those in the rear will exit to Bell Street or down the stairs to the lower Lobby and parking lot. Several adult volunteers should follow the Ushers' instructions and help evacuate the Parent/Infant Room.
- 5) Do NOT enter the Church School area.
- 6) Please help those that find it difficult to move quickly.

For Teachers in the event of fire

IF THE FIRE ALARM SOUNDS:

- 1) Remain calm but immediately follow the evacuation route to the Plaza. One teacher should lead and one follow.
- 2) Count the children to insure that they all leave the building and reach the Plaza.
- 3) Keep your class together in front of CVS until the parents pick up their children.

(continued next page)

If You Detect a Fire:

- 1) One teacher should go to the Office to advise the person on duty to call 911 and to sound the alarm located on the Hall wall near the Office.
- 2) Meet the class outside of the building.
- 3) In the meantime, the remaining teacher should exit the children as above.
- 4) THE TEACHERS' PRIMARY RESPONSIBILITY is to lead the class to safety.
- 5) Fire extinguishers are located at the west end of each level. Hose boxes are in the main stairway. Staff will respond to the alarm and aid in fighting small fires.

Note: Others will make a follow-up check to make sure that everyone is out. TEACHERS SHOULD STAY WITH THEIR CLASSES.

Emergency or unusual situations

- 1) Fire evacuation special instructions attached.
- 2) Illness in Church. Ask for assistance from doctor if necessary.
 - a. Child in Church. Aid the parent. Rest room is located off the Parent/Infant Room.
 - b. Child in the Church School requires a parent. Attempt to locate. Get a note to the minister if necessary.
 - c. An adult. Help move to the Hallway outside the Narthex or into the Lounge where there are chairs. Call 911 from the office if necessary.
- 3) Shortage of seating.
 - a. Fill the Deacons benches.
 - b. Seat people in the Parent/Infant Room—draw open the curtains.
 - c. Add chairs in front of the Deacons benches. Additional chairs are available in the closet near the Conference Room.
 - d. Chairs may not be set up in the Narthex. It is against fire regulations.
 - e. The Conference Room may be used similarly to the Parent/Infant Room.
 - f. Additional hymn books are found in the Chapel or in the chair closet.
- 4) Shortage of bulletins.
 - a. It could be necessary to ask families to share.
 - b. Check in the Office and in the Balcony; we seldom have that problem.
- 5) Noise in the Hallways
 - a. Noise from the lower level is audible in the Balcony and early intervention is required. Close doors between noise and Sanctuary. Please be assertive and quickly ask disturbing group to quiet down; hundreds of people are being distracted from holy worship.

Communion

Communion by Intinction (see diagram following this section)

Communion by Intinction involves the Ushers and/or Deacons (Servers) serving the bread and wine to the congregation at the front of the Sanctuary. Worshipers will come forward by the side aisles to two communion stations on each side of the main aisle and return to their seats via the main aisle. Worshipers seated in the Balcony will come down the stairs at the front of the Balcony to join / follow the worshipers in the side aisles of the main floor. They will return to the Balcony via the center aisle and up the stairs from the Narthex to the Balcony.

The serving of Communion will be coordinated by a Deacon Liaison rather than by the Usher Captain. (The Deacon Liaison could be the Usher Captain but this is best avoided when possible as it presents a significant workload to manage both jobs simultaneously.) The Deacon Liaison must place a saucer on the piano prior to the service for the pianist.

The serving **Deacons** and directing **Ushers #3 and 4** will take positions in the Narthex in time to enter at the time pre-arranged between the Deacon Liaison and the Worship Leader. **Usher #3** will be at the back of the left aisle and **Usher #4** will be at the back of the right aisle. **Usher #7** will position to the front of the left side of the Balcony and **Usher #8** the front of the right side of the Balcony.

Assuming two Ministers are officiating, there will be seven Deacons. They will line up in the Narthex with **Deacon #1** on front left, **Deacon #2** front right, etc. **Deacon #7** will be last and will process behind and between **Deacons #5 and #6**. The Deacons will move forward at the time pre-arranged between the Deacon Liaison and the Worship Leader. They will fan out at the front of the Communion Table, left to right, as **1, 3, 5, 7, 6, 4, 2**. When the Minister says "Come for all things are ready," the Ministers will give the Deacons the plate or cup according to their positions. The Deacons will tell the Ministers, quietly, which they are to have; once they have the elements they will move directly to their positions. **Deacon #7** will have both plate and cup and will be the rover. **Deacons #5 and #6** will get plates and move to positions directly in front of the first pews, **Deacons #3 and #4** will take cups and move into position with **#5 and #6** on the center aisle side. They will face the front outside corners of the Sanctuary. **Deacons #1 and #2** will take cups and follow **Ministers 1 and 2** respectively to their positions immediately in front of the Chancel; they will all face the congregation. When all Servers are in place, **Ushers #3 and 4** will begin to release the first pews, followed immediately by the next pews and so forth, taking care to ensure there are always plenty of Communicants in the side aisle. (*i.e. No gaps*). As **Ushers # 3 and 4** near the back of the Sanctuary on their way aft, **Ushers # 7 and 8** will begin to release the Balcony. (It helps the 'rover' –**Deacon #7** – to complete the Balcony if the main floor is nearly finished before Balcony starts to release.) It is perfectly acceptable for Communicants from the Balcony to merge with those from the main floor or to follow them but it is important to have them to the main floor in plenty of time to avoid gaps in the flow of Communicants to the serving stations. **Ushers # 3, 4, 7, and 8** will follow the last Communicants in their respective sections to the serving stations. Meanwhile, **Deacon #7** will move back the center aisle ahead of returning Communicants to offer the elements to any remaining in their pews. As soon as **#7** reaches the rear of the Sanctuary, he/she will go up

the steps to the Balcony to serve any Communicants remaining in their pews in the Balcony. **Deacon #7** will follow the last of the Balcony to the front of the Sanctuary. **Minister #2** will dip a piece of bread in the cup and place it on the saucer provided on the piano for the pianist. When **Deacon #7** returns to the front, **Deacon #6** will take one of **#7's** elements to give **#7** a hand to take the bread from **#6**, dip it in the cup **#4** and eat. **#7** will then retake the element. The Deacon / Minister pairs will serve each other and then return to the table to return the elements. They will be in the same order as when receiving the elements prior to Communion.

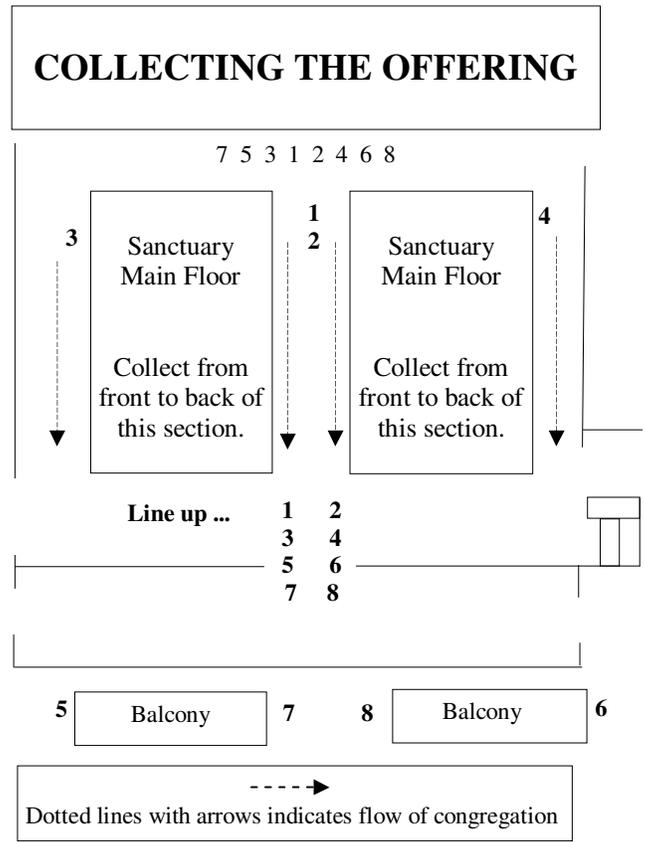
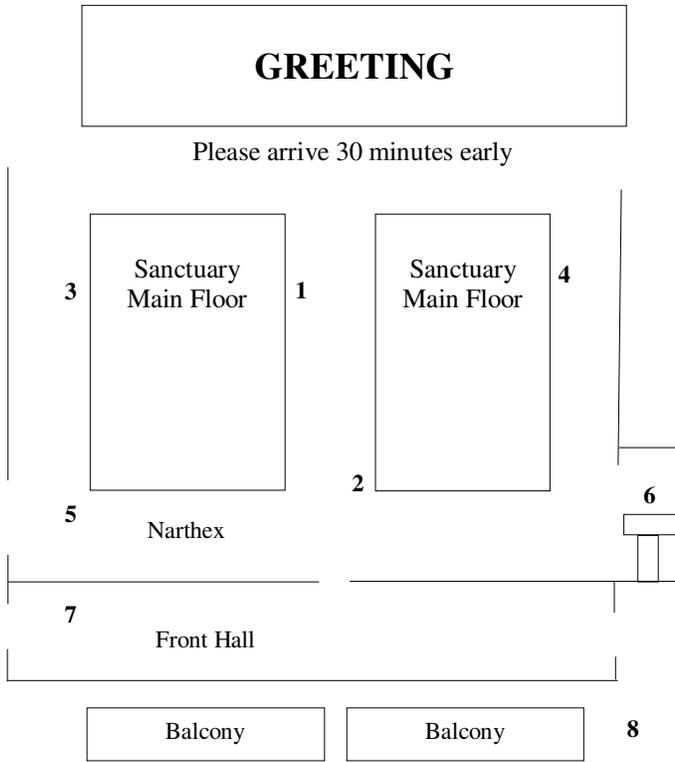
After the elements have been returned, the Deacons and Ministers will step down to the floor in front of the Chancel, join hands (with the end Deacons joining hands with worshipers in the front pew) for The Lord's Prayer. After The Lord's Prayer, the Ministers will return to the Chancel and the Deacons will return to the Narthex in the reverse order of their entry (i.e. Deacon **#7** in the lead.)

Traditional communion. (see figure labeled Traditional Communion Instructions following this section.)

Our 'traditional' form of Communion involves the Ushers and/or Deacons (Servers) serving the bread and juice to the congregation in the pews. The process is similar to the way the trays are passed down the rows by Servers working in pairs. The serving of Communion will be coordinated by a Deacon Liaison rather than by the Usher Captain. (The Deacon Liaison could be the Usher Captain but this is best avoided when possible as it presents a significant workload to manage both jobs simultaneously.)

1. Well before the communion is to be served, the Servers line up in pairs in the Narthex with **#s 1** first then as shown in the diagram.
2. At the appropriate time (as predetermined between the Deacon Liaison and the Worship Leader), the Servers file into the Sanctuary and walk directly up onto the Chancel to either side of the Communion Table as shown in the diagram. The first Servers (**#s 1**) will stand near the pillars and the last (**#s 6**) will position near the end of the railings.
3. After, "Come for all things are ready," both **#s 6** approach table and are handed a plate of bread. They then proceed to the Balcony to serve. **#s 5** immediately follow (but the right side **#5** requests 2 plates of bread and delivers one to the choir on the way to the Balcony.) The remaining Servers continue to their own serving areas.
4. Servers reassemble in the Narthex and re-enter the Sanctuary and proceed to the Chancel in the original formation. They go directly onto the Chancel in front of the table, hand the plates to the Worship Leaders, and go to their assigned position per the diagram. (NB. The plate delivered to the choir will remain in the choir loft.)
5. The Worship Leaders serve the Servers and all partake of the bread simultaneously.
6. The process is repeated with the trays of juice. **#s 6** first, etc. Handed the trays, go to serving area (including choir loft) and re-assemble in Narthex when finished.
7. Servers again re-enter Sanctuary, hand trays to Worship Leaders on Chancel, go to position and are served.
8. After partaking the cup, the Worship Leaders will collect the cups from the servers. (Congregants will leave their cups in the racks in the pews.)
9. Servers and Worship Leaders proceed to bottom of steps to join hands with each other and (the end servers) with the congregation. (Line up as: **1 2 3 4 5 6 Leader; Leader 6 5 4 3 2 1**)
10. After Lord's Prayer, led out by both **#s6**.

Ushering with 8 ushers @ Bell Street



Lower Door Greeters
Lower Stairs Greeters

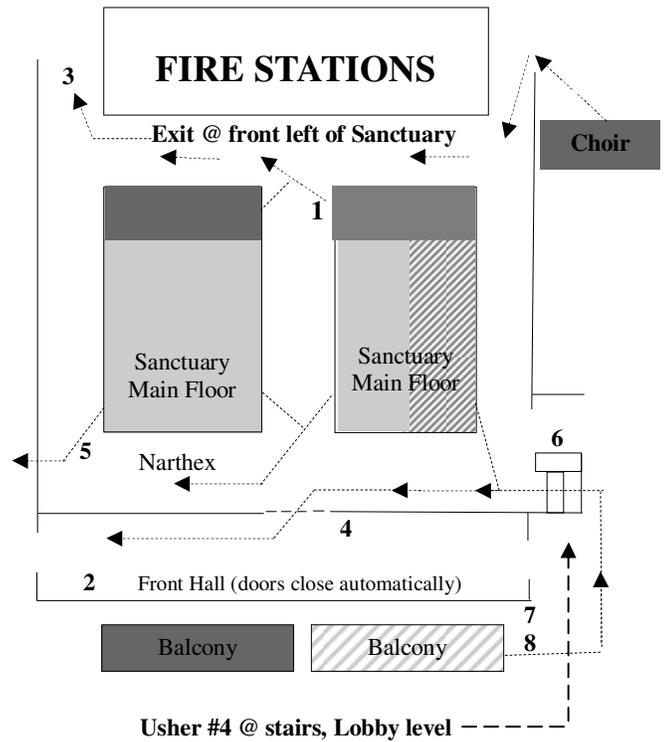
Usher Captain Checklist:

(revised Sept 2008)

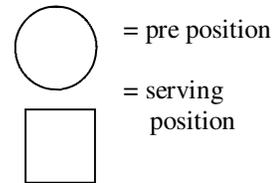
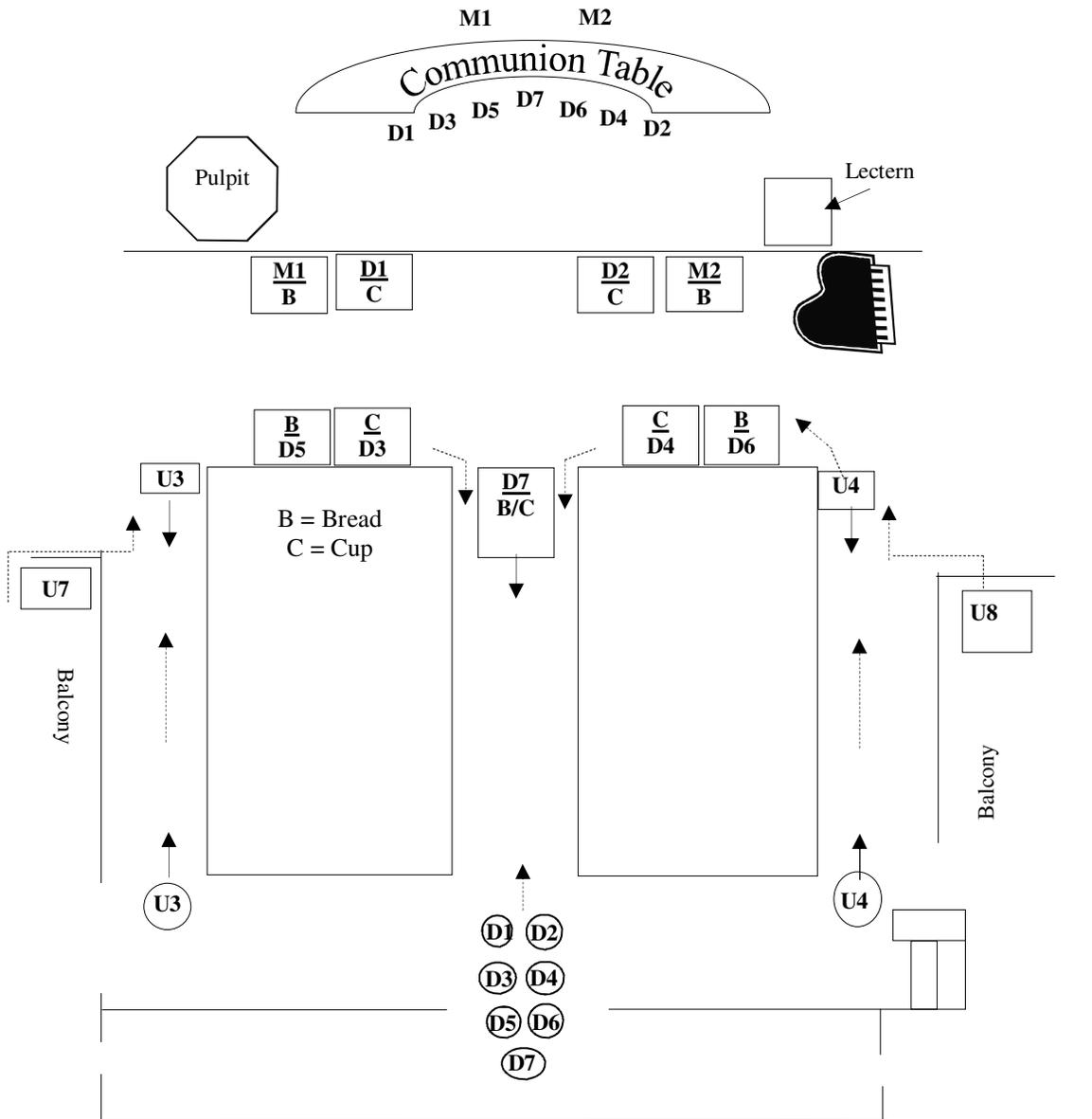
- Ushers meet in Narthex 30 minutes prior to service.
- Brief Ushers on Fire Stations then deploy to Greeting Stations.
- Usher #8 stays in Balcony at all times except during collection.
- Captain check with Worship Leader for special instructions.
- Light candles 20 minutes before service except Family Services when *Bearers of Light* will do so.
- Ring Bell 10 minutes before service.
- Remove ropes from last 3 pews just before beginning of service.
- Delegate someone to count attendance.
- Keep two Ushers in Narthex at all times before & during service.
- After service, deploy team to clean up Sanctuary, collect Ministry of Hospitality sheets, replenish M of H books and red visitor nametags.
- After service, retrieve offering and, with assistance of another Usher or Deacon, place in bank envelopes and deliver to Treasurer's safe.
- Deliver Ministry of Hospitality sheets and attendance count to Church Office.

Time: _____ a.m.
Date: / /
USHERS:

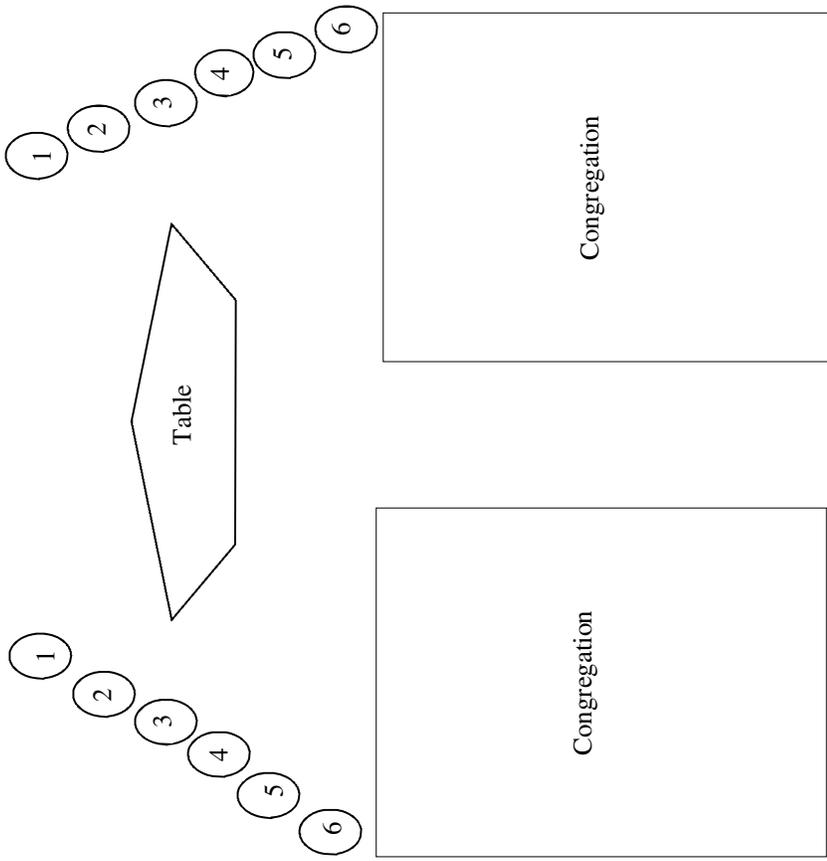
1. _____
2. _____
3. _____
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6. _____
7. _____
8. _____



Communion by Intinction @ Bell Street



-----> Dotted lines with arrows indicates flow of congregation



After, "Come for all things are ready"

Both #6 approach table

Handed elements

Go to serve area shown on left below

Then both #5, etc

Reassemble, enter in same formation

Hand plates to Worship Leaders

Go to position shown in diagram

Served bread by Worship Leaders

Repeat process for juice

Both #6 approach table

Handed juice plates

Go to serve area shown on left below

Then #5, etc

Reassemble, enter in same formation

Hand juice plates to Worship Leaders

Go to position shown in diagram

Served juice by Worship Leaders

Worship Leaders collect juice cups

Follow Worship Leaders to bottom of steps for Lord's Prayer

Line up as: 1 2 3 4 5 6 Leader Leader 6 5 4 3 2 1

After Lord's Prayer, led out by both #6

Rev. 1 Nov. 2007

When singing starts, enter and go to position shown by table.

- | | |
|---------------|---------------|
| 1. Front Main | 1. Front Main |
| 2. Front Main | 2. Front Main |
| 3. Rear Main | 3. Rear Main |
| 4. Rear Main | 4. Rear Main |
| 5. Balcony | 5. Balcony |
| 6. Balcony | 6. Balcony |

Ushering at the Family Life Center

Usher Assignments

A) Before the service. (see attached floor diagram and checklist). (“nearer” and “farther” aisles refer to position relative to the main entry doors to the Great Room / Sanctuary)

Usher #1 is stationed in the center aisle about 2/3 of the way down. Remain in position until the service begins, facing worshipers as they enter, greeting them warmly, giving them bulletins and assistance finding a seat if necessary or desired.

Usher #2 is stationed at the base of the center aisle. Greet worshipers warmly and direct them to **Usher #1** for bulletin if they want to use the center aisle or on to **Usher # 5** if center aisle is filling up in order to try to balance the room.

Usher #3 is stationed in the farther diagonal aisle about 2/3 of the way down. Remain in position until the service begins, facing worshipers as they enter, greeting them warmly, giving them bulletins and assistance finding a seat if necessary or desired.

Usher #4 is stationed in the nearer diagonal aisle about 2/3 of the way down. Remain in position until the service begins, facing worshipers as they enter, greeting them warmly, giving them bulletins and assistance finding a seat if necessary or desired.

Usher #5 is stationed at the base of the farther diagonal aisle. Greet worshipers warmly and direct them to **Usher #3** for bulletin or on to **Usher # 7** if this aisle is filling up in order to try to balance the room.

Usher #6 is stationed at the base of the nearer diagonal aisle. Greet worshipers warmly and direct them to **Usher #4** for bulletin or on to **Usher # 2** if this aisle is filling up in order to try to balance the room.

Usher #7 is stationed near the rear doors to the Sanctuary. Remain in position until the service begins, facing worshipers as they enter, greeting them warmly, giving them bulletins and assistance finding a seat if necessary or desired.

Usher #8 is stationed in the aisle directly in the door to the Sanctuary about 2/3 of the way down. Remain in position until the service begins, facing worshipers as they enter, greeting them warmly, giving them bulletins and assistance finding a seat if necessary or desired.

Two greeters (#s 9 & 10) will be stationed just outside the main doors to the Sanctuary. Greet worshipers warmly and welcome them. As the Sanctuary fills in nearer the main doors, encourage worshipers down the back hallway, thru the chapel to the rear door and **Usher # 7**.

Two Greeters (#s 11 and 12) will be stationed just outside the main doors to the FLC. Greet worshipers warmly and welcome them.

When the Service begins.

Usher #'s 3, 1, 4, 7, and 8 move to back of their aisles. **Greeters #s 9 and 10**, and **Usher # 7** hold late-comers at their respective doors. **Greeters 9 and 10** encourage late-comers to proceed quietly down back hallway to **Usher 7's** door. When late arrivals are seated, provide bulletin and assist them in finding seating. Principal opportunity for late arrival seating will be as noted in the bulletin right after the announcements.

Usher #7 remains at station.

When and where Ushers should sit: After final seating of late arrivals (usually during the first hymn) Ushers may be seated in the Sanctuary. They should endeavor to sit in the area of the sanctuary for which they have been responsible before the service in order that they may respond to any emergencies or situations needing an Usher's attention. Assemble for offering as instructed by Captain. (**Ushers** should always make certain that the Captain knows where they are and the Captain should be able to reach them inconspicuously.)

Collecting the offering.

Ushers will process, as directed by the Captain, in the order shown on the attached floor plan under "Collecting the Offering" and will spread out in front of the platform as also shown on the diagram. Once all are in line, hesitate a couple seconds then the Ushers should break and go to the head of their respective aisles and collect in pairs from front to rear as also shown on the diagram. After the offering has been completed, Ushers will re-congregate at the back of the main aisle. The Captain, together with the Worship Leader prior to the service, will determine whether the offering is to be taken back to the front for the dedication. If it is taken front for dedication, the Ushers will retain the plates and return them to the back as there is no place to place them at the front.

After the plates are returned, the Captain and another Usher or Deacon should immediately put the offering into the bank envelopes and retain until able to give to Properties Manager immediately after the service.

After the service, deploy team to clean up. Find out from Properties Manager whether to collect Ministry of Hospitality books or just the completed sheets. Replenish registration sheets (pads) and red Visitor name tags as necessary.

In Event of Fire @ FLC

Worship leader will announce:

- 1) That there is a fire emergency.
- 2) Children who are in the education wing will be met in the parking lot. **PICK UP ONLY AFTER ADVISING THE TEACHER**; this is critical to ensure correct head count and prevent child unknowingly left inside or endangering fire fighters looking for child who is *not* inside.
- 5) Do NOT enter the education wing.
- 6) Please help those that find it difficult to move quickly.

Ushers will help to clear the Sanctuary as quickly as possible according to following assignments.

Usher #2 will position at back of main aisle facing the platform and direct those in the rear left section to the rear left doors and those in the right rear section to the main doors.

Usher #5 will position at back left of Sanctuary and direct worshipers in back left section out the back left door onto the grass.

Usher #7 will position at doors leading to back hall and direct worshipers from nearest seating out those doors and down hall away from Chapel to exit to rear parking lot.

Usher #6 will position at back right of Sanctuary near back of diagonal aisle and direct worshipers out main doors.

Usher #8 will position at side of front right section near Communion Table and direct worshipers out main doors to parking lot.

Usher #4 proceed to main hall and expedite worshipers out through main hall to parking lot.

Ushers #s 1 and 3 remain near back of Sanctuary to help worshipers in need of physical assistance.

Captain will initially position at back of Sanctuary and will give banking envelopes containing offering (as applicable) to Properties Manager and move as necessary to direct smooth exit process.

Communion by Intinction @ FLC

For purposes of these instructions, assume that there will be two Ministers officiating.

Deacons and Ushers are to line up as shown in attached diagram.

At Deacon Liaison's direction, the **eight Deacons** and **Ushers #s 1 and 2** will proceed down main aisle. **Ushers #s 1 and 2** will stop at front of main aisle; **Deacons** will proceed to Communion Table and fan into positions as shown on the diagram.

After the Ministers pronounce to "Come for all things are ready," the **Deacons** will receive their elements from the Ministers. Each Deacon will tell the Minister which elements they are to receive. **Deacons #3, 5, 2, and 4** will receive the cup; **Deacons # 1 and 6** will receive the bread. **Deacons # 7 and 8** will receive both. Each Deacon will proceed to assigned position as soon as elements are received. **Deacon #7** will move to front of left diagonal aisle and **Deacon #8** to front of right diagonal aisle. These two Deacons will be the "Floaters" to serve worshipers who can not come to the front.

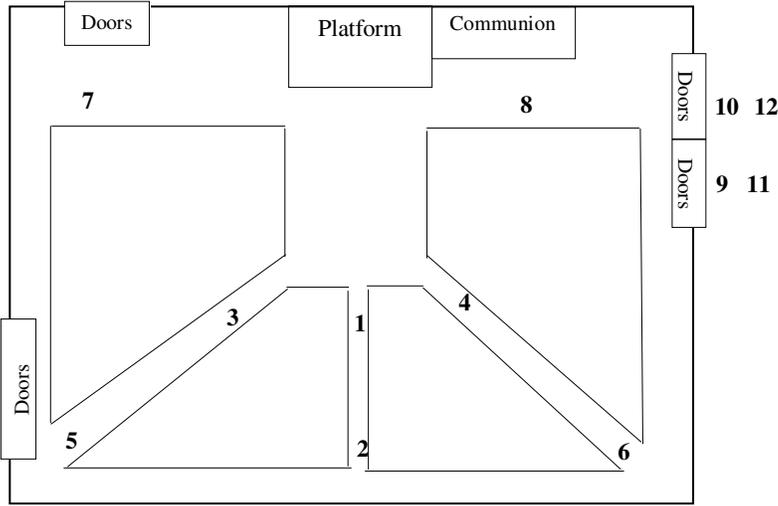
Ushers #s 7, 1, 2, and 8 will, starting at the front of the main and side aisles, dismiss worshipers to come to the front by the main and side aisles. Worshipers will take the bread from **Deacons #1 and 6 or Ministers #1 and 2** then dip it in the cup held by **Deacons #s 3, 5, 2, and 4** and return to their seat by the diagonal aisles. **Ushers** will follow their respective sections as the final communicants from those sections.

When Communion is completed, **Deacons # 7 and 8** will return to the front where they will serve each other. **Deacons #1 and 3, 4 and 6, Minister 1 and Deacon 5 and Minister 2 and Deacon 2** will also serve each other. The elements will then be returned to the communion table via the Ministers.

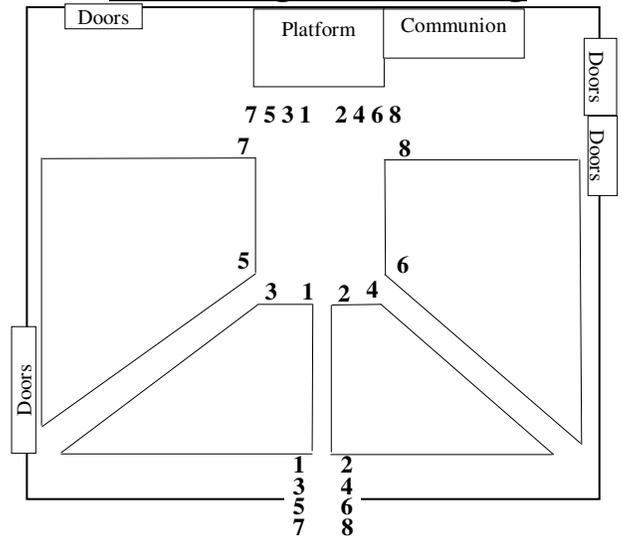
After the elements are returned, the Deacons and Ministers will join hands across the front of the Sanctuary, with the end Deacons joining hands with front rows of congregation for The Lord's Prayer.

Ushering with 8 ushers @ FLC

Greeting



Collecting the Offering

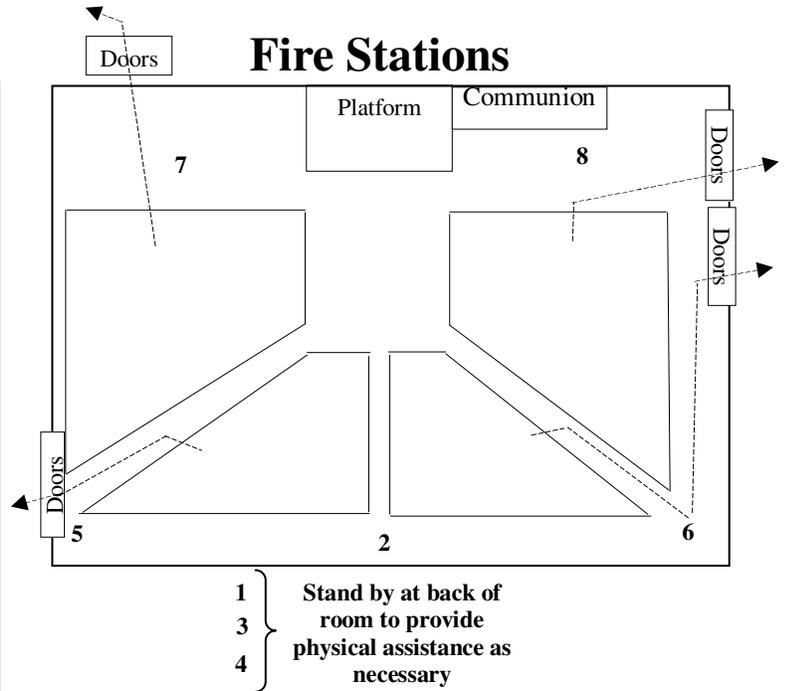


Usher Captain Checklist:

(revised Sept 2008)

- Ushers meet in Narthex 30 minutes prior to service.
- Brief Ushers on Fire Stations then deploy to Greeting Stations.
- Usher #8 stays in Balcony at all times except during collection.
- Captain check with Worship Leader for special instructions.
- Light candles 20 minutes before service except Family Services when *Bearers of Light* will do so.
- Ring Bell 10 minutes before service.
- Remove ropes from last 3 pews just before beginning of service.
- Delegate someone to count attendance.
- Keep two Ushers in Narthex at all times before & during service.
- After service, deploy team to clean up Sanctuary, collect Ministry of Hospitality sheets, replenish M of H books and red visitor nametags.
- After service, retrieve offering and, with assistance of another Usher or Deacon, place in bank envelopes and deliver to Treasurer's safe.
- Deliver Ministry of Hospitality sheets and attendance count to Church Office.

Fire Stations



Time: _____ a.m.
Date: / /
USHERS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Christmas Eve Candle Lighting Services

(Revised 2006)

The Christmas Eve Candle Lighting Services have been a beautiful tradition in The Federated Church for many years. We have never had a mishap, which is a record which must be maintained if these services are to continue in the present form. Safety procedures must be emphasized. It is recommended that the Properties Manager discuss the various aspects of safety with the Ushers prior to the services.

Ushers Duties and Responsibilities

Preparation for the Service:

1. **Ushers for each service** should be at the Church *one hour before* the service begins. The team usually assembles in the Narthex, near the doors leading out to Bell Street.
2. **Ushers 9 and 10**, and anyone else who will be in a dark area, should get a flashlight from the Captain or the Properties Manager.
3. Assume assigned greeting positions when worshipers begin to arrive. (See diagram.)
4. **Ushers** assigned to pass out candles in Narthex will hand a candle to worshipers as they enter.
5. Follow the regular ushering procedure for seating people. When all permanent seats in the Sanctuary are filled, use temporary seating in the following order.
 - a. Folding chairs in front of Deacon's Bench.
 - b. Conference Room
 - c. Chapel

During the Service:

Offering (See diagram)

1. All **Ushers** proceed to front in normal manner; **Usher #'s 1-8** collect downstairs; **#'s 9-12** collect in Balcony sections; **#'s 12-15** collect in Chapel. When **Ushers 5 & 7** are finished collecting on the main floor, they can collect from the Deacon's Bench area. When **Ushers 6 & 8** are finished collecting on the main floor, they can collect from the Conference Room. The center isle **Ushers** can collect from anyone in the Parents/Infants Room or standing in the Narthex.
2. The Ushers bring plates forward for prayer and return to Narthex with plates.

Candle Lighting (See diagram)

1. At close of meditation, **Ushers 14, 15, 11, 12, 1, & 2** line up in Narthex as shown in the diagram.
2. If **Ushers 3 & 4** are not already at their assigned fire blanket & extinguisher posts, they can follow **Ushers 1 & 2** into the Sanctuary, and then step into their positions.
3. If **Ushers 5 & 6** are not already at their assigned fire blanket & extinguisher posts, they can walk down the side aisles and step into their positions as the candle lighters file into the Sanctuary.

4. When Ministers come forward with lighted candles, **Ushers 14, 15, 11, 12, 1 & 2** proceed to front and **all the remaining Ushers** take assigned positions at their assigned fire blanket & extinguishers posts.
5. The candle lighters step up to the Ministers one at a time, to light their candles. (**NOTE: To prevent dripping wax, the person holding the lighted candle should hold theirs straight, while the unlighted candle is tipped over it.**)
6. After having their candles lighted, **Ushers 14 & 15** walk down the outer aisles, through the Narthex to the Chapel to light candles of worshipers there. (Of course, if no one is using the Chapel, **Ushers 14 & 15** won't be needed.)
7. After having their candles lighted, **Ushers 11 & 12** walk down the out aisles, and start up the side stairs leading to the Balcony. On their way up, **Usher 11** lights a candle of someone sitting in the Deacon's Bench area, and **Usher 12** lights a candle of one of the choir members. Then **Ushers 11 & 12** proceed to the Balcony where they light the candles of the worshipers on the end of each aisle. **Ushers 1 & 2** move slowly down center aisle, lighting the candle of each worshiper seated at the inside aisle seat, beginning at row 1 and proceeding to last row of main floor of Sanctuary, then **Usher 2** can light candles in the Conference Room and **Usher 1** can light candles in the Parents/Infants Room.
8. Those **Ushers assigned to fire blanket & extinguisher posts** have the most important task of this part of the service. Please carefully watch the worshipers in your area as they light one another's candles. This is the time at which there is the greatest danger of someone catching on fire. If this happens, you will need to rush to them, avoiding all the other lit candles in the area, and wrap the burning person in your fire blanket. If possible, have the person roll on the floor which you pat out the flames. Your fire extinguisher is not to be used on people, but is there only to put out fires on inanimate objects. In that case, you pull the pin, squeeze the handle, and aim at the base of the fire. Please locate and familiarize yourself with these pieces of equipment, before the service begins.

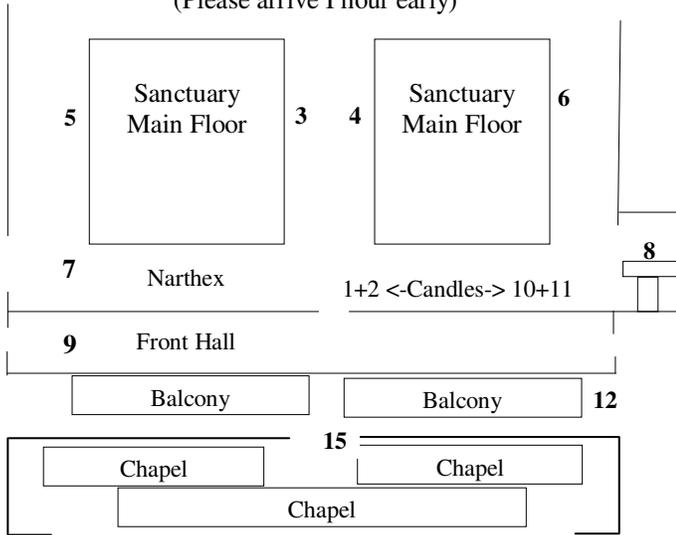
After the Service:

1. After the service, the candle lighters go to the following exits to re-light the candles of those who wish to take the flame home:
 - a. **Ushers 14 & 15** go to the Front Hall exit to Bell Street.
 - b. **Ushers 11 & 12** go to the Narthex exit to Bell
 - c. **Ushers 1 & 2** go to the lower rear exit to Parking Lot
2. **All Ushers** help pick up discarded programs, candles, etc. Replace hymnals and do whatever else is required to prepare for the next service.
3. Return flashlights or any other borrowed equipment to your Captain or the Properties Manager.

Christmas Eve Candle Lighting Service @ Bell Street

GREETING & GIVING CANDLES

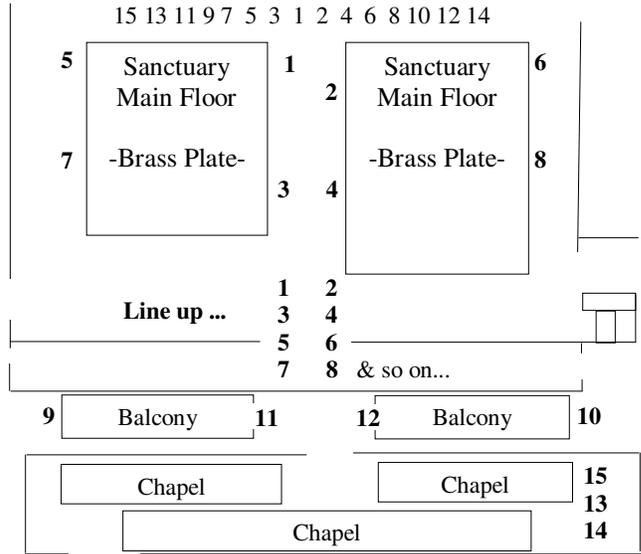
(Please arrive 1 hour early)



1+2 <-Candles-> 10+11

13 @ rear entrance, 14 @ stairs, lower level

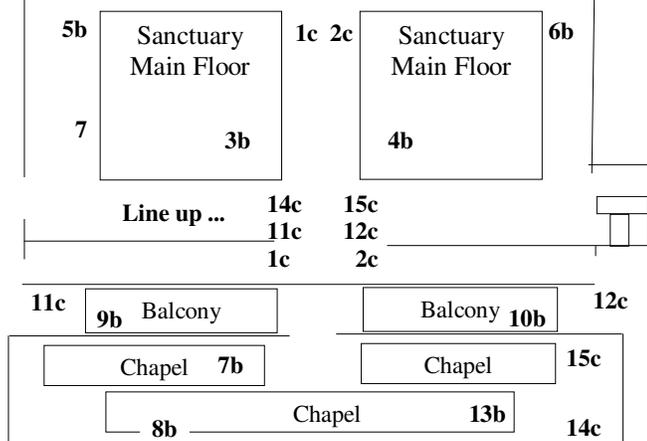
COLLECTING THE OFFERING



Line up ... 1 2
3 4
5 6
7 8 & so on...

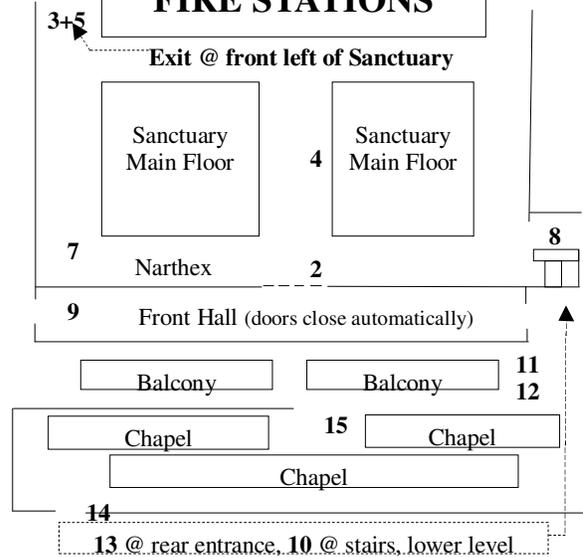
CANDLE LIGHTING

Minister-c c-Minister



Line up ... 14c 15c
11c 12c
1c 2c

FIRE STATIONS



Exit @ front left of Sanctuary

13 @ rear entrance, 10 @ stairs, lower level

Notes: c=candles, b=blankets

After the service, candle-lighters go to the following exits to relight people's candles as they are leaving.

14+15 to Front Hall exit to Bell St.

11+12 to narthex exit to Bell St.

1+2 to Lower Rear exit to Parking lot

CHRISTMAS EVE CHECK LIST:

- Ushers find their fire exits
- Captain to light candles on the altar
- Captain to deliver money to Church Office
- All help to clean up Sanctuary
- Return any equipment to Larry or Captain

USHERS:	Time:	p.m.	Date: 12/24/____
1.	_____	9.	_____
2.	_____	10.	_____
3.	_____	11.	_____
4.	_____	12.	_____
5.	_____	13.	_____
6.	_____	14.	_____
7.	_____	15.	_____
8.	_____	Capt.	_____

Tasks for your Usher #1 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Hand out candles between Narthex and Hallway
- Collection**—Left side, main aisle, first pew – stop at brass plate
- Candlelighting**—Light candles left side, Sanctuary main floor, center aisle.
- Fire Station**—Stand at doors between Narthex and Hallway; Doors close automatically. (Usher #6 will stand with you.)
- Post-service**—Stand at doors lower level, south entrance to light candles as people leave.

Tasks for your Usher #2 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Hand out candles between Narthex and Hallway.
- Collection**—Right side, main aisle, first pew – stop at brass plate.
- Candlelighting**—Light candles right side, Sanctuary main floor, center aisle.
- Fire Station**—Stand at doors between Narthex and Hallway; center aisle.
- Post-service**—Stand at lower level, south entrance to light candles as people leave.

Tasks for your Usher #3 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—In center aisle, Sanctuary, hand out programs.
- Collection**—Left side, main aisle, begin at brass plate through last row.
- Candlelighting**—Back of Sanctuary, left side with blanket.
- Fire Station**—Exit at front left of Sanctuary at door that leads to Bell Street (with Usher #5)
- *Post-service**—Stay for clean up.

Tasks for your Usher #4 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—In center aisle, Sanctuary, hand out programs.
- Collection**—Right side, main aisle, begin at brass plate through last row.
- Candlelighting**—Back of Sanctuary, right side with blanket.
- Fire Station**—Midway down main aisle, Sanctuary.
- *Post-service**—Stay for clean up.

Tasks for your Usher #5 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Left side, side aisle, Sanctuary, main floor, hand out programs.
- Collection**—First pew, left side, side aisle, stop at brass plate.
- Candlelighting**—Left side, side aisle, front of Sanctuary with blanket.
- Fire Station**—Exit at front left of Sanctuary at door that leads to Bell Street (with Usher #3)
- *Post-service**—Stay for clean up.

Tasks for your Usher #6 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Right side aisle, Sanctuary, main floor, hand out programs.
- Collection**—First pew, right side aisle, stop at brass plate.
- Candlelighting**—Right side aisle, front of Sanctuary with blanket.
- Fire Station**—Stand at doors between Narthex and Hallway (with Usher #1) Doors close automatically.
- *Post-service**—Stay for clean up.

Tasks for your Usher #7 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—At Bell Street door; Narthex.
- Collection**—Left side aisle, main floor Sanctuary, beginning at brass plate through back of Sanctuary.
- Candlelighting**—Back of Chapel, left side with blanket.
- Fire Station**—Bell Street door.
- *Post-service**—Stay for clean up.

Tasks for your Usher #8 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Greet at top of steps outside Sanctuary.
- Collection**—Right side aisle main floor, begin at brass plate through back of Sanctuary.
- Candlelighting**—Right side, back of Chapel with blanket.
- Fire Station**—Top of stairs outside of Sanctuary.
- *Post-service**—Stay for clean up.

Tasks for your Usher #9 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Greet at front hall door (Bell Street Entrance)
Collection—Left side of Balcony.
Candlelighting—Left side, center aisle, Balcony with blanket.
Fire Station—Front Hall at doors to Bell Street.
***Post-service**—Stay for clean up.

Tasks for your Usher #10 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Bottom of Stairway to Balcony, hand out candles.
Collection—Right side of Balcony.
Candlelighting—Right side of Balcony with blanket.
Fire Station—Bottom of stairs, lower level.
***Post-service**—Stay for clean up.

Tasks for your Usher #11 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Bottom of Stairway to Balcony, hand out candles.
Collection—Left side of Balcony.
Candlelighting—Left side of Balcony — light candles.
Fire Station—Balcony at top of steps.
***Post-service**—Narthex exit at Bell Street. Lighting candles for people leaving (with Usher #12)

Tasks for your Usher #12 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Balcony, top of stairs—hand out programs.
Collection—Right side of Balcony.
Candlelighting—Right side of Balcony — light candles.
Fire Station—Balcony at top of stairs.
***Post-service**—Narthex exit at Bell Street. Lighting candles for people leaving (with Usher #11)

Tasks for your Usher #13 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Greet at south entrance, lower level.
Collection—Center aisle, Chapel.
Candlelighting—Chapel, right side, front, with blanket.
Fire Station—South entrance, lower level.
***Post-service**—Stay for clean up.

Tasks for your Usher #14 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Lower level, bottom of stairs—greeting.
Collection—Right side aisle—Chapel.
Candlelighting—Chapel, right side aisle—lighting candles.
Fire Station—Chapel, right side, back.
***Post-service**—Front hall exit at Bell Street—Light candles for people leaving.

Tasks for your Usher #15 position on Christmas Eve

ARRIVE ONE HOUR EARLY

- Pre-service**—Chapel, hand out programs.
Collection—Chapel, left side aisle.
Candlelighting—Chapel, left side aisle—Light candles.
Fire Station—Entrance to Chapel.
***Post-service**—Front hall exit to Bell Street—Light candles for people leaving.

Usher Captain Checklist:

(revised Sept 2008)

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- Brief Ushers on Fire Stations then deploy to Greeting Stations.
- Usher #8 stays in Balcony at all times except during collection.
- Captain check with Worship Leader for special instructions.
- Light candles 20 minutes before service except Family Services when *Bearers of Light* will do so.
- Ring Bell 10 minutes before service.
- Remove ropes from last 3 pews just before beginning of service.
- Delegate someone to count attendance.
- Keep two Ushers in Narthex at all times before & during service.
- After service, deploy team to clean up Sanctuary, collect Ministry of Hospitality sheets, replenish M of H books and red visitor nametags.
- After service, retrieve offering and, with assistance of another Usher or Deacon, place in bank envelopes and deliver to Treasurer's safe.
- Deliver Ministry of Hospitality sheets and attendance count to Church Office.

Time: _____ a.m.
 Date: / /
 USHERS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____