

**Guidelines for Ushers**

Thank you for serving as an usher. Your efforts are appreciated and the service you provide is of great importance to the Service of Worship.

**In the case of an emergency:**

If there is an emergency such as a fire or another evacuation situation, the head usher, or another usher, will request attention and advise that people should leave the church in an orderly fashion as soon as possible. Children should already be leaving the premises from their classrooms directly to the parking lot on Waterloo Ave.

If there is personal emergency, then the usher should determine quickly if outside assistance is needed, or if someone passes out, then the usher should dial 911, and may then notify the congregation of the emergency and possible interruption to the service. The Pastor will decide if the service should continue until medical assistance arrives. A different usher would proceed to the parking lot and await the ambulance to direct them to the individual in trouble. Do not wait for the Pastor to summon help in an emergency.

**Trained Health Care Personnel are:**

Chris Snyder (DO), Maria McCormack (BS/RN), Robert Doms (MD/PhD)

Certified CPR members are: Maria McCormack, Cam McCormack, Stephen Belliveau, Tom Hartigan, Kit Tokash, Craig MacDonald, Peggy Owen, Sue Sailor, Paula Parsons, Steve Parsons, Melia Brown, Bob Baldwin, and Jessie Gardner.

**ORDER OF SERVICE**

Remember that the first impression worshipers receive on entering the sanctuary often is from the ushers. A dignified, respectful and friendly greeting is welcomed by all. Successful ushering involves the usher’s genuine interest and ability to anticipate the needs of worshipers.

The following guidelines have been prepared for you. Please read them in order that all ushers may perform their duties uniformly.

1. Ushers should arrive in the sanctuary at least 20 minutes before the start of the Worship Service.

2. Bring the bulletins from the Church Office to the Sanctuary.

3. Put on your usher tag, located in the usher drawer at the back of the sanctuary.

4. Make sure the lights are on in the sanctuary, bell tower vestibule, and sacristy.

5. Check to make sure the following doors are automatically unlocked: Waterloo Ave, Main Ave, mail room and courtyard. The bell tower vestibule door should be manually unlocked.

6. Light the candles on the communion table 10 minutes prior to the start of the service.

7. Head Usher will assign positions at the Bell Tower Door and Annex Door

8. An usher shall ring the bell (3 tolls) 15 minutes before the service starts.

9. If there are less than the necessary number of ushers, ask for assistance in collecting the offering before the Service starts.

10. Most of Trinity’s congregation will go directly to a pew. Ushers should escort visitors to a pew of their choice or to an available pew.

11. If a visitor comes in with small children, please advise them that childcare is available, if they would like to use the nursery.

12. Hand out bulletins to adults and children, if they would like one. Show visitors where the worship bags are for children.

13. An usher shall Toll the bell 3 times, 5 minutes before the start of the service or upon the entrance of the pastor and the choir director.

14. Close the Annex doors when the choir begins to enter the choir loft.

15. The Head Usher (or someone appointed) will take the count of people present. (This count should be taken after 10:15 am and will be recorded in the Ushers red binder in the top drawer of the chest near the Bell Tower at the end of the Service.)

17. Collecting the Offering:

If there are fewer than 4 people, depending on the number of worshipers, request assistance from a member of the congregation.

A. The offering plates are kept in the back of the Sanctuary. There are 3 plates on each side. One plate is to be carried by each usher to the front of the church when the offertory begins. In walking to the front of the church, all ushers should move forward together.

B. The side sections collection should start from the front of the church and move to the back. Do not forget to collect offerings from anyone sitting in the back of the church. One of the ushers, usually the one on the right of the sanctuary, should move to the Annex and take the collection there, and then return to the back of the church.

C. The center section collection should also be taken from the front of the church to the rear of the church. There should be 2 ushers, one on each side, to take the offering. These ushers should remain even across the pews even if there are empty pews. Ushers should hold out their hands to indicate that the plate should be returned back to the usher, especially if the pew is not filled across its length. If there are 2 pews with people along the entire length, one usher should pass the plate down one pew and prepare to receive the plate from the other usher who will have passed it down the second pew.

D. As soon as the Doxology begins, all four ushers will step forward together and walk down to the first pew. The ushers on each side will place the plates upon each other and hold out the plates for the Pastor to take and place on the communion table, ushers will remain at the first pew until the end of the offertory prayer and then they will turn and walk back to the rear of the sanctuary.

18. At the end of the service, the head usher (or someone designated) will get the red bag from the usher’s closet and transfer the money from the plates to the bag, zip it up and give the bag either to Chris Snyder, Denny Leeper or Don Bovais. who will put the bag in the office safe. (Ushers will be advised if other individuals are designated to receive the collections.)

19. Extinguish the candles 10 minutes after the service.

20. Lock the exterior bell tower vestibule door.

21. Close the interior doors to the hallway (sanctuary, sacristy, large meeting room).

22. Turn off lights in the sanctuary, annex, bell tower vestibule, and sacristy.

Thank you again for your service and please bring any suggestions to the Head Usher so that he or she can forward your recommendations to the Worship Committee.

Revised Jan. 2023