

# USHERS INFORMATION

## General Guidelines

If unable to usher, notify your team captain. Team Captains, who cannot be present, should notify **one** of their team members. If the whole team or a majority of the team can't make it, either trade Sundays or Saturdays with another team or notify the head usher.

Usher Team Captains should arrive at least 20 minutes before the service starts, all other team members 15-20 minutes before the service starts.

Ushers should wear crosses.

Ushers should keep the attendance record-including choir and children, and mark it down on attendance sheet in the Ushers closet.

## Before Service

Distribute bulletins and welcome parishioners, and especially any guests or visitors. For people with difficulty walking, ask if people need help going down stairs, or back up after the service. Ushers should be stationed at or near the top of the lower sanctuary stairs and at the East entry.

Assist seating in upper sanctuary when necessary but encourage seating in lower sanctuary. Double doors on the East side of lower sanctuary (Ramp Doors) are to be closed during service. Latecomers should enter through upper sanctuary.

Latecomers should be seated during hymns - NEVER during prayers or the opening confessional.

## During Service

Lights	Follow and learn light box code to control lights before and during services. Switches are color-coded. Some switches are not used, and are taped off. Directions are on the switch box door.  When the service begins, all lights are to be on. Once service has begun, turn off the narthex lights. Turn the narthex lights on just before dismissal.
Offering	The offering is to be received following the Sermon, as indicated in the bulletin. While receiving offering, the ushers should back down the aisle. The center aisle ushers should bring the offering to the front when the organist starts playing the offertory; carefully giving the plates to the Acolyte. Ushers should then return to the back.
Baptism	Pews near baptismal font should be reserved for the family on Sundays when there is a baptism. Put reserved signs away after the service.

### Communion

1. Check in both sanctuaries (prior to start of communion) for people that are unable to take communion at the front rail. Notify the communion assistants of the shortest line and lead them back to the person to receive communion after the others are done. Pastor stays up front and does not go into the sanctuary to distribute communion.

2. The choir should commune first, along with the organist, the ushers commune last.
3. Three stations are used, one for each section. The upper sanctuary goes after the shortest section.
4. Please close the fire doors on the East side of the Sanctuary. The noise carries!

### **After Service**

- Clean up      The hymnals should be straightened up and replaced in the bookracks. Books placed in each corner, positioned correctly. Any bulletins left in the pews should be picked up. Also include the choir loft and upper sanctuary.
- Offering      Two ushers must put the offerings in the bank deposit bags, and make sure the bag is locked. One usher takes the bag to the night depository at Waukesha State Bank (Sentry Store). The key to the bank bag remains at church. Keys hanging on the right side of the shelving in the usher's closet are used to unlock the night deposit drawer, so the bag will fit. Do not put the key in the night depository. The key should be returned to church.

## **Emergency Information**

### **Fire Extinguisher Locations**

#### Main floor

1. Opposite the light control panel outside the church office.
2. In the ushers closet.
3. At the end of the coat racks by the North door.
4. In the new building, next to the elevator.
5. In the kitchen next to pantry door.
6. Great Hall by exit in North East corner.
7. Great Hall inside main entrance doors on West wall.
8. Top of stairs leading to All God's Children.

#### Lower Level

9. In hallway connecting buildings (near elevator).
10. Outside music/choir room.
11. In Resource Center.

### **Telephone Locations for 911 Emergencies**

**Telephone with 911 button located at AV table, in the choir loft on the railing next to organ and in hallway outside between vestry and altar. 911 Button needs to be pushed, immediately connects with emergency personnel in the city of Delafield. These phones should be used for major emergencies when you might not be able to talk.**

If medical assistance is needed, use phones where you need to dial 911 so you can instruct responders what door to come to. Make sure someone is in parking lot to direct responders:

- Cry room
- Church office
- Pastor's office
- Kitchen
- Lower level outside music room

Christ the King Lutheran Church  
1600 North Genesee Street  
Delafield, WI. 53018  
Located at the corner of Genesee Street and West Shore Drive

(262) 646-2343

Members to ask for assistance in medical emergencies include Sylvia Kreutzman, Mary Hollister, Lynn Waedkin.

**First Aid Kit**

In church kitchen in the cabinet above the phone, and in the ushers closet.

**AED Defibrillator**

In the wall cabinet across from the lighting control panel. Instructions are included.