

CRESTWOOD CHRISTIAN CHURCH

Usher Responsibilities 8:30 Worship Service

Ushers should arrive by 8:00 to prepare the table for communion, light Christ candle and communion table candles, put offering trays on the back pew, and pass out bulletins. Two trays of the Cup and two trays of the Bread should be placed on the right side of the table (as you face the table from the sanctuary). Place glasses of fresh water on pulpit shelf for the minister, on the floor beside the other minister's chairs (if wanted), and on the ledge beside the pianist.

Elder and Deacons should arrive by 8:20 and report to Ushers. If Deacons do not show up, a replacement must be recruited to serve in their place. This does not have to be a currently serving Deacon; it can be a previous Deacon if necessary. A list of serving Deacons is posted in the sacristy (communion prep room) and on the Usher cart.

Communion trays are in the refrigerator in the sacristy (Communion prep area). Bulletins and children's bulletins will be found in the workroom of the church office (the smaller tray is the 8:30 service). If the flowers are not on the chancel, look in the bulletin to see if there are supposed to be any. They may be at the greeter's table in the south hallway. Ropes for the pews can be found under the sound technician's chair or in the cabinet on the right side of the chancel if needed. The lighter for the candles is in the cupboard behind minister's chairs on the chancel.

A count of those present (including ministers, pianist, and choir, if performing) should be taken and turned in to the church office before leaving. The doors to sanctuary should be closed during first hymn and opened during the last hymn.

If attendance is over 80, have another cup tray and bread ready to hand to the Deacons.

Following the postlude, replace hymnals, pick up bulletins and trash, extinguish the candles, and take Friendship pad sheets to office along with attendance count.

CRESTWOOD CHRISTIAN CHURCH

Usher Responsibilities 10:45 Worship Service

The Head Usher should arrive by 9:45. The Side Ushers should arrive by 10:15. Ushers badges are located in one of the storage drawers on the sound system stand in the rear of the sanctuary.

Preparation - Head Usher

Communion Prep - The trays are in the Sacristy (communion prep room). Upon arrival, remove 9 juice trays from the refrigerator. Verify that 9 bread trays are prepared for the service. Check to be sure each tray has been filled. Gluten-free wafer trays should also be prepared for the choir, ministers, and congregation. Place the choir one on the organ, the ministers' on the table between their chairs, and be prepared to offer the other to Leigh Wilcoxson, Molly Wilcoxson, Lucy Nall, and others who might request.

Communion Placement - Get the communion from the communion kitchen using the cart. You need 9 wine and 9 bread trays. Place 4 of each on the left (as you face the table from the congregation side) and 5 of each on the right on the pads, as indicated. Arrange and center all items on the communion table. Put the cart in the Narthex adjacent to the wall as you enter the Sanctuary.

Communion Elements - Place communion bread and pitcher of grape juice on the table in the narthex for the Deacons to bring into the service.

Worship bulletins - Get the 10:45 worship bulletins from the office workroom. Place most of the bulletins in a chair on each side of sanctuary and a few at the end of the pew in the middle. Place 1/2 of each type of children's bulletin (probably found on the Sound System platform) on each side of the sanctuary.

Hymnals on Chancel - Place two hymnals on the chairs on the left side of the chancel for the Elders. Insert bulletins in the Elders' hymnals on the page of the last hymn.

Christ Candle - Check the amount of oil in the Christ candle. Make sure the wick extends at least 2 "into the oil. If necessary, get oil from the cabinet behind the

minister's chairs and add oil to the candle. Make sure that a butane lighter is located on top of the cabinet behind the ministers. (This is just in case the flame goes out on the Acolyte as (s)he lights the Christ Candle.)

Candlesticks - Check the amount of candle in the candlesticks on the Communion table. Make sure that 1" of candle shows below the collar. If necessary, get new candles from the cabinet behind the ministers' chairs and replace the candles. It's best to replace both candles at the same time.

Fresh Water - Make sure there is a glass of water for the minister on left side of pulpit.

Attendance Pads - Check the attendance pads to make sure that they are not empty and that sheets from the prior service have been removed. Replacement pads are available on the floor next to the sound system and in the office workroom.

Hymnals - Be sure the hymnals and Bibles are arranged in pew racks (hymnal, Bible, hymnal) with the lettering on the front showing.

Offering Envelopes - Check that each holder contains at least two offering envelopes. If not, add enough envelopes so that the holder contains 5 or 6. Note: We do not want too many because children (young and old) tend to use them for paper. Envelopes are available in the box on the sound system console and in the office workroom. If you take the last box from the workroom, ask the Office Manager to order more.

Acolyte Candle Lighters - Check to make sure that they have several inches of wick. Replacement wicks are kept in a drawer in the sacristy with instructions for how to replace.

Offering Plates - Locate 8 offering plates and place them on the table in the narthex.

Side Door Ushers - Take position by 10:20 on each side of the sanctuary to distribute bulletins and greet all worshippers, especially visitors.

Deacons - The Head Deacon will check in the Deacons as they arrive and give instructions as necessary. (If no Head Deacon is present, the Head Usher will need to check in Deacons and find subs if needed.) Offer to show each Deacon the placement chart (on the cart) on the first Sunday of the month and show it to any

replacements. (It is also helpful to use post-it notes to place names of each Deacon on appropriate number.) The list of Deacons is found in the folder on the cart. Recruit substitute Deacons as necessary.

Acolyte - The Head Usher will check in the Acolyte and make sure that (s)he understands the procedure. The robes are located in the cabinet in the choir room. If the Acolyte is not there by 10:40, find a replacement.

Light the candlesticks on the Communion Table at 10:25.

During the Worship Service

First Hymn - The Head Usher should light the candle lighter and send the acolyte up to light the Christ Candle at the beginning of the hymn. (Elders, if they choose to process, will follow the acolyte.) Afterwards, have the Acolyte place the robe and collar on the table in the Narthex for use at the end of the service.

Children's Time - The Side Door Ushers should count the people on their side of the sanctuary and report the count to the Head Usher. Ushers feel free to walk as far forward as necessary to see to get an accurate count. The Head Usher will count the people on the Chancel, including the choir, the children sitting on the floor at the front, and anyone sitting in the narthex. The side and rear door to the Sanctuary will be closed after the children leave.

Preparation of Additional Communion - Each full tray holds 40 communion cups. If the congregation (excluding those on the chancel) is more than 280 but less than 320, then two additional communion trays (wine and bread) should be prepared. If additional trays are required, inform the Deacons that the Ushers will be serving the back 2 rows. If the congregation exceeds 320, prepare 4 trays and have Ushers serve the back 4 rows on each side. Also, inform the Deacons serving the rear to begin 2 rows in front of the short rows and that additional Deacons will be serving the last four rows.

Invitation to Share - The Deacons will come to the Narthex during the hymn following the sermon. Give each an offering plate and have them line up at the rear doors immediately (1-4 on the left and 5-8 on the right). Use laminated pages to mark spots. Remind #4 and #8 to stay in the Sanctuary to take the offering to the front during the Doxology. Tell the Deacons to take their places at the rear of the pews (1&2 left, 5&6 right, 3&4 center, 7&8 center) and wait until the Minister finishes. Deacons proceed when music begins. All Ushers should watch to see if any deacon needs assistance. All trays should be given to Deacons 4&8 (4 each) to be taken up front as the Doxology begins. #4 & #8 Deacons remain at the table during the prayer.

Communion Hymn - Line up Deacons during the Invitation to Communion. Hand #1 and #5 the bread and the pitcher of grape juice. Send the Deacons forward at the beginning of the Communion Response music. All Ushers should watch to see if any Deacon needs assistance. If the front Deacons

finish and the rear Deacons are not near the last two rows, have the front Deacons serve the last two rows. The Head Usher should leave the Sanctuary ahead of the first Deacon to receive and stack trays on the cart (have a Deacon serve communion to the other deacons). The Acolyte should return at this time. If not, seek him/her out.

Closing Hymn - Open the doors to the Sanctuary. Send the Acolyte to the Side Door Usher on the right. They are to send the Acolyte to the front at the beginning of the last verse.

After the Worship Service

Blow out the candlesticks.

Return Acolyte's robe to choir closet.

All Ushers should pick up unused bulletins and anything else left in pews. Return hymnals and Bibles. Return attendance pads to center rack and tear out current sheet.

The Head Usher should record the attendance in the office, leave attendance pad sheets in the office, and take the AED to the holder near the front door in the mission center.