



We find our inspiration in Jesus' words from John 10:9: "I am the gate; whoever enters through me will be saved". Our Hospitality Team mission: "To invite, welcome, assist and serve our members and guests".

Usher Responsibilities

Please arrive at the church 30 minutes prior to the start of the service and check and/or perform the following tasks:

Name Tags: Put on your nametag so that people know who you are. Name tags are located on the south usher table. If your name tag is not there, please use one that says Usher.

Lights: The following lights should all be on: Narthex, upper landings and balcony stairways, all worship space lights (see the light schedule sheet above switches). The switches are located in the room to the left of the altar area. One light switch is located behind the pulpit on the right side of the worship area.

Speaker/Microphones: Make sure that the speaker/microphone switch is on. The switch is located in the back of the worship space on the south wall above the amplifier unit.

Fire Extinguishers: Know the locations of the fire extinguishers (two on the back wall of the worship space, one next to the door going towards the education wing hallway and one on the south wall of the balcony).

First Aid Kit: A first aid kit is located on the back wall of the worship space. Should any spills (blood, vomit, etc.) need to be cleaned up, a bottle of "Sorb-It" and gloves are located under the usher table on the south side of the worship space.

Provide Assistance As Needed: Be aware of anyone needing assistance. A wheelchair is located in the coat area in the entryway. If someone needs immediate assistance due to a medical emergency, have one usher stay with the person and another call 911. The address of Trinity is 203 N. Harth Avenue. The address is also posted above the usher's table.

Hearing Devices: There are devices that will amplify what is broadcast over the sound system. The devices are located in the basket on the usher's table. Prior to handing the device to someone, please ensure it is turned on.

Bulletins: Check to make sure the correct bulletins are available and hand them out as needed.

Offering Plates: Check to make sure the offering plates are available. They are located on the center shelf in back of the worship space. Make arrangements for someone to collect the offering from the balcony.

Bell Ringing: The bell should be rung 15 minutes prior to the start of the service. Ring the bell seven times.

For People with Young Children: Direct them to the quiet bags and/or nursery as needed or requested. If the quiet bags are all taken, there are additional supplies (crayons, books) in the closet underneath the south stairs to the balcony.

Be courteous and helpful at all times to all people. Watch for visitors and ask if you can help in any way. Be available to help people find seating if needed. Please refer to the rest of instructions on the back of this document.

Below are the responsibilities during the Service:

Attendance: Count the number attending (include both children and adults) and write in the number in the attendance book located on the south usher's table. Be certain to count the balcony.

Offering: Receive the offering as scheduled in the bulletin. You will need 4 plates for receiving offering downstairs. Start at the front of the church and work toward the back. When the offering has been received (including the balcony), two people need to bring the offering to the front of the church. For the traditional service, a pastor will receive the plates from the usher at the front of the altar rail. During the traditional service, there may be an offertory song sung by the congregation. During the offertory song, deliver the offering to the pastor. For the celebration service, the two ushers are to place the offering plates on the altar.

Communion Traditional Service: Have one usher in each middle aisle direct people forward for communion starting with the outside pews moving toward the back and then dismiss the center section back to front. Begin to direct people forward as soon as the Pastor is finished speaking—do not wait until the Pastors and communion assistants have communed.

Communion Celebration Service: Have one usher in each middle aisle direct people forward for communion starting with the outside pews moving towards the back and then dismiss the center section back to front. Begin to direct people forward while the Pastors and communion assistants are being communed. The other two ushers should work together at the back of the worship space to direct those coming from the balcony to balance the lines equally.

For Both Communion Services: Be aware of those who do not come up for communion. Discreetly ask if they would like a Pastor to bring them communion.

Members of the congregation may hand you communion cards or place them in the offering plate. Remove both the communion cards and the Pew On Line Giving cards from the offering plates. Place all of the communion cards in the envelope provided and give to the Pastor or drop them off in the office. The Pew On Line Giving cards should be placed on the usher table.

After the service: During the singing of the final hymn, two of the ushers who are unrelated should proceed to the front pew and wait until the congregation members are dismissed. The ushers should then proceed to the altar and both ushers should take the offering plates to the Sacristy. In the Sacristy, there will be a bank deposit bag in the middle top drawer of the desk. Place all offering in the bag. Seal the bag. Both people need to sign and date the receipt. The receipt is then placed in the box on top of the desk. One person needs to take the bag to the night deposit at First Bank & Trust. Instructions and the key are located on/in the box on the desk. For the protection of all money handlers, it is imperative that two unrelated people handle the money until it is sealed in the bag.

The other two ushers should collect bulletins and inserts that congregation members do not wish to take home. The bulletins and Celebrate inserts may be discarded.

Pick up and dispose of any bulletins/papers in the pews, straighten the hymnals. Place any left items in the pews on the Usher tables in the back.