

SUNDAY: Usher and/or Pastoral Assistant Instructions

As of August 18, 2020 – Including Various Security Measures!

Before the Service:

- + **Panic Button:** An usher and the pastor wear one. In case of emergency: PUSH AND HOLD until the green light comes on; *the Parma Police should come quickly!*
- + **Church Office and Pastor's Study:** Lock those doors.
- + **Welcome First-Time Visitors:**
 - “Welcome to Bethlehem; are you a first-time visitor?” If anyone seems suspicious – *backpack, long coat in warm weather, etc.* – seek assistance from others!
 - Show them where to pick up a service folder, sermon copy, etc.
 - Give them a visitor packet, and encourage them to read the First-Time Visitor brochure in the front and complete the half-sheet entitled: Dear Bethlehem Visitor.
 - After they are seated, give them a visitor basket (from a Narthex table) along with a loaf of the frozen bread from the Christian Life Room freezer.
- + **Parking Lot Church** (*if we are still having it*): Distribute items at our main entrance.
- + **Candles:** Light them as soon as the bell begins, *three minutes before the service time.*

At the Beginning of the Service:

- + **Worship Area Doors:** When the bell stops, *close all of the worship area doors.*
- + **Procession:**
 - **When we have the Lord's Supper:** We process in during the Entrance Hymn. As soon as the music begins, step 6 feet into the center aisle and hold the cross high; begin to process when people start singing.
 - **When we don't have the Lord's Supper:** No procession.
- + **Late Arrivals:** If the confession and absolution have begun, *ask those arriving late to enter DURING the Entrance Hymn or the Hymn of Praise or right after the Collect of the Day.*
- + **10 Minutes after the Service Begins:**
 - **South Entrance:** Lock the inside door and put up the “Use Our Main Entrance” sign.
 - **Main Entrance:** Bring in the offering plate and Lord's Supper (if we are still having the Parking Lot Church); then lock the inside door.

During the Service:

- + **Visitors:** Help them with any needs; they should not be wandering into other places in our building, such as the infant room, lower level, or upper room.
- + **Main Entrance:** Sit in the Narthex so you can see the main entrance through the mirror.
- + **Attendance:** Count and record.
- + **Lord's Supper Distribution:** Two Ushers are needed:
 - Usher 1: Receive with the Pastoral Assistant; then send the people forward to receive.
 - Usher 2: Point out who is receiving in the pew; then receive the Supper with them.

At the End of the Service:

- + **Candles:** Extinguish them during the Postlude – *the Christ Candle last (if it's lit).*
- + **Doors:** Keep them closed until the end of the Postlude.
- + **Lights:** Keep them on – *until most people have left the worship area;* then follow the *Lighting Instructions* on the light cabinet door.

Thanks for Serving!