

IMMANUEL PRESBYTERIAN CHURCH
USHER GUIDE

(Note: updated in Jan 2015 to include instructions regarding lighting the Christ Candle, and availability of hearing enhancement devices)

Thank you for serving as usher at the 10:00 a.m. worship service.

1. Two ushers are needed. Two additional volunteers are needed to help with the offering. Usually someone sitting near the choir will help with that aisle and usually someone in the balcony will pass the offering plate in the balcony. Ask someone to help you with the balcony offering and also to take attendance for the balcony.
2. Please arrive at least 20 minutes prior to the start of the worship service.
 - a. The bulletins will be on the table as you enter the sanctuary.
 - b. If offering plates are not in the ushers' corner, please get them from the pulpit.
 - c. Please provide fresh glass of water in pulpit for pastor.
 - d. Please light the Christ Candle that is up front, if it is not already lit. There is a lighter behind the pulpit.
 - e. Please place the chalice, kept in the pulpit, on the communion table.
 - f. When the "Call to Worship" begins, (after the "Prelude"), please close the sanctuary doors and gently ask latecomers to wait until the first hymn for seating.
3. Besides handing out the bulletins to worshippers, there are four other items that are available to hand out as needed:
 - a. Large print worship bulletins, on the table next to the regular bulletins. These large-print bulletins will include the hymns; therefore, large print hymnals are no longer needed or provided).
 - b. Activity packets for children, usually located in a white basket on the floor near the podium with the guest book.
 - c. Seat cushions, for those who need a padded seat. They are kept in the ushers corner.
 - d. Hearing assistance equipment, packaged in pink bags (one per user) on the table with the extra bulletins. Instructions for use of the equipment are included in each bag.
4. You are responsible for recording the worship services. The attached sheet covers those instructions. Don't panic! The job is essentially: make sure everything is turned on, pop a couple of CDs into the recorder, hit record at the beginning of the service, and hit and hold the stop button at the end. If you have any problems with

this, 2 of our Sunday morning regulars are happy to help: Nick Wenri and Steve Casto.

5. Guiding people to their seats generally is not necessary; however, please monitor the flow of people so that they can be directed to available seating in the balcony as the downstairs becomes full.
6. Please check the balcony occasionally, as it may be necessary to direct persons to the far stairs as the balcony becomes full.
7. Nursery care for children through two years of age is available year round on the first floor of the Meeting House.
8. Seating Late Arrivals
 - a) After the service has begun, please allow late arrivals to be seated during the singing of the first hymn and after the "Gloria Patri." Please gently hold all late arrivals and during the "Choral Introit," "Call to Worship" and "Unison Prayer."
 - b) If late arrivals come much later, it is best to guide them to the balcony.
 - c) During the first 15 minutes of the service, please be alert to late arrivals and ask them to wait in the narthex until the proper time to enter.
9. Two Windsor chairs are there for the ushers.
10. Overflow chairs are located in the closet in the Fellowship Hall. Overflow chairs will generally be in place for the service. However, it may be necessary to set up some additional chairs.
11. Please count the number of (1) people attending the service (don't forget the balcony!) and (2) the choir, and record the information on the attendance chart in the guest book (last page).
12. Taking the Offering
 - a) When the minister or the worship leader announces the offering, the organ will start. This is your cue to take the offering, starting at the front and moving toward the rear. Usually someone sitting near the choir will help with the aisle near the choir. One usher takes the center aisle and one the aisle on the left. The left side usher does the small section that faces the choir.
 - b) PLEASE DO NOT PASS OFFERING PLATES TO THE CHOIR.

- c) The upstairs volunteer brings the offering down from the balcony and combines it in the two silver plates. When the congregation starts to sing the "Doxology," the offering will be brought forward and placed on the communion table. Remain standing at the table through the "Doxology" and the prayer. (You will need a copy of the bulletin to be able to participate.) Then return to the rear of the sanctuary and your seats.

AFTER THE WORSHIP SERVICE HAS CONCLUDED:

Please open the doors to the narthex.

Please collect the bags of hearing assistance equipment, return them to the table where they were, and make sure that the little black box has been turned "off" so that we don't run down the batteries.

Please walk through the pews, replace the hymnals in the pew racks and recycle the used bulletins and inserts left in the sanctuary.

On Communion Sunday, please pick up the communion cups from the pews and dispose of them in the kitchen.

Thank you so much for ushering!

RECORDING CHURCH SERVICES TO CD

DETAILED INSTRUCTIONS *(Updated November 2015)*

First off: Don't panic! The job is essentially: make sure everything is turned on, pop a couple of CDs into the recorder, hit record at the beginning of the service, and hit (and hold) the stop button at the end. If you have any problems, two of our Sunday morning regulars are happy to help: Nick Wenri and Steve Casto.

Recording equipment is in the closet to the left of the kitchen doors.

The mixer has already been preset, and little white labels mark where things are supposed to be set.

Here are the detailed instructions:

1. Turn on the master power switch (it might already be on). It is at the top right side of the closet.
2. Ensure the CD Burner, PA Amp and Mixer are turned on. There are some labels on them to show where the power switches are located. (Please do not turn the individual equipment off, only use the master power switch)
3. Press the buttons to open the two CD drawers.
4. Remove any CD(s) in the drawers.
5. Grab two blank CDs. Place the CDs in the left and right trays, and gently push the trays to close the drives.
6. Watch the menu screen, as it may take a few moments for the units to recognize the CDs. If you get an error, such as the CD you just put in the drive has already been written to, remove it and replace it with a fresh, blank CD. But once recognized, the display should indicate blank disc.
7. Approximately 5 to 10 minutes prior to the beginning of the service, or a few minutes before the choir or Brian may start playing, press the Record Button – this will allow for sufficient continuous recording.
8. After the "Postlude," go back to the CD recorder and press **and hold** the stop button. (If you just press stop, it will stop recording. Pressing and holding

the stop button will stop recording and finalize the CD.) This will take a few moments, after which the CD on the left will pop open. Remove the CD on the left and mark it with today's date, using a sharpie marker provided. If the service is of a normal length, the right CD will not be needed/used as it will all be recorded on one CD. So if the right CD is not used, pop it out and return it to the stack of unused CDs. If the service runs long and the right CD was used, it will pop out as well, so please also mark it with today's date as you did with the left.

9. Turn off the master power switch.

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