

## GUIDELINES FOR USHER CAPTAINS

### 7:30 /11:00 P.M. CHRISTMAS EVE SERVICE

#### ONE/TWO WEEKS BEFORE WORSHIP SERVICE

- Recruit 3 greeter units (person, couple, family) and 8 ushers (may use 2 ushers to greet).
- Have names to Robin De Rossitte ([robinderossite@secondpreslr.org](mailto:robinderossite@secondpreslr.org)) or 227-0000 by noon a week before Christmas Eve, so that the names will appear in the worship bulletin.
- Contact greeters/ushers a couple of days before the service to remind them of their commitment.  
**Remind them to wear their name badges.**

#### DURING WORSHIP SERVICE

##### Captain arrives 45 minutes before the service begins

- Bulletins, large print bulletins, greeter name badges, and offering plates are in the cabinet at the back of the Sanctuary.
- Usher badges are in the cabinet. Usher badges with clips or pin closures are available for those with pacemakers or defibrillators are in an index box in the usher cabinet.
- Boxes of candles to be handed out will be by the doors in the back of the sanctuary.
- Check hearing assistance devices to be sure batteries are being recharged.
- Check the bulletin for the order of the worship service for the order of communion. If you have any questions about the planned service, check with one of the ministers for any special instructions.
- Enter names of greeters/ushers on Attendance and Usher Report.
- Note the presence of **acolytes**. If there are none scheduled, it is your responsibility to light the candles on the Communion Table and the purple and pink candles on the Advent Wreath. Matches/lighters are located in the cabinet at the back of the Sanctuary.

##### Greeters and ushers arrive 30 minutes before the beginning of the service

- Provide each usher with an usher badge; assign to specific positions; and provide Offertory instructions.
- Ushers will be instructed at this time by a pastor concerning the lighting of the candles which will take place near the end of the service. (see below)
- Close Sanctuary doors at the Call to Worship or Prelude, whichever comes first.
- Ask one greeter to remain in Narthex for 15 minutes to handle late arrivals. For ushers handing out bulletins and candles, ask them to remain at the back of the Sanctuary after the service has started to handle late arrivals. Instruct them to be watchful of those needing help finding a seat.
- After latecomers are seated, count the attendance including bell members, clergy and any special groups. Include the numbers on the Attendance and Usher Report and place in the deposit bag to be turned in with the offering.
- The Usher Captain or one of the ushers is encouraged to sit at the back of the Sanctuary during the service to handle any problems that might arise.
- Following the offering, move to the Narthex to empty offering plates into the bank deposit bag.
- Deposit bag in the slot near the church office entrance.
- **At the conclusion of the Prayer after Communion, the ministers will light their candles from the Christ Candle on the Advent wreath. While the ministers are doing this, the ushers line up in front of the communion table with unlit candles. The ministers will light the ushers' candles. When all are lit, go to the section of the sanctuary that corresponds with your "number" and begin lighting the first candle on each row. (SEE ACCOMPANYING DIAGRAM)**
- Open all three doors during the Benediction.

#### AFTER WORSHIP SERVICE

- Collect used bulletins, paper, candles, etc., from pews and return all hymnals, bibles, attendance pads, etc., to holders.
- Make sure candles on the Communion Table and Advent Wreath are extinguished.
- Check and straighten candles used at 7:30 so they may be used again at 11:00.
- Used bulletins in good condition may be reused for the 11:00 service (be certain that the poinsettia insert is included). After the 11:00 service, collect all used bulletins and place paper to be recycled in the blue recycle bin located next to the workroom copier.

# Instructions for Candle-Lighting

At the conclusion of the prayer after communion, the ministers will light their candles from the Christ Candle on the Advent wreath. While the ministers are doing this, the ushers line up in front of the communion table with unlit candles, as in the diagram below.

The ministers will light the ushers' candles.

The ushers will then go light the congregation's candles, as in the diagram below. After you have lit your section of the congregation, go to the back of the sanctuary.

A minister will go up to the choir loft to light the choir members' candles.

