

## **HOLY SPIRIT LUTHERAN CHURCH**

### **Usher Guide**

Hospitality – the art of warmly inviting and graciously welcoming people to our worship service is an essential part of a positive experience. Hospitality is welcoming, greeting, serving and guiding attendees.

#### **PREPARATION**

1. Arrive 20 minutes prior to the start of the service.
2. Wear “USHER” tag and name tags.
3. Check the bulletin and determine if the choir will be using the choir seating area during your service.
4. Confirm if Sunday School is in session during your service and if so, where the different age groups gather at the start of the hour. Preschool aged children meet in the preschool school area downstairs. Sunday School starts in the Fellowship Hall at 9:30 and in the Education Wing at 11:00.
5. Prepare yourself to be helpful and hospitable.
6. Check with Pastor for special instructions or activities that require special attention.
7. Check to make sure Children’s Bulletins are on the table just inside the narthex.

#### **ENTRY**

1. Hand out bulletins with a smile and greeting. Offer the bulletin as a gift which will aid them as they worship.
2. If the Sanctuary is filling up locate empty seating to direct late arrivers.
3. Ask a handicapped worshipper if they are going to go forward for communion or if they would prefer the pastor to bring communion to them in their seat. If they prefer to commune in their seat, mention it to the pastor. You may want to remove a chair from the end of a row to accommodate a wheel chair.

#### **DURING SERVICE**

1. Close doors to narthex if noise level warrants.
2. Do not seat people during prayers.
3. Count attendance, include all children in the nursery, write on an attendance card and place in the offering plate, include service time.

#### **OFFERING**

1. Start towards the front as the acolyte arrives at their station.
2. Face the front of the church as you assist with the passing of the plates
3. Bring offering plates forward as the offertory hymn starts.

4. Do not leave the front of the church until after the acolyte has presented the plates.
5. At the 11:00am service, the acolyte will hand you back the plates, take them to the counters in the church office immediately.
6. In general, if you look at the bulletin and see that there is an offertory song listed, you can do it the old way (bring offering forward during the song). If there is no offertory song listed (and just a prayer instead) bring it forward immediately.

#### COMMUNION

1. Guide and direct people from the end of the aisles. The preferred routing is shown in the attached diagram.

#### ENDING

1. During the last hymn open all the doors to the narthex.

#### CLEAN-UP

1. Go thru the sanctuary pews, remove lose papers, straighten hymnals and chairs.
2. Put away any extra chairs put out.

#### AFTER SERVICE

1. After the 11:00am service check and insure all exterior doors in the Sanctuary are closed and locked if you are the last to leave.

#### ITEMS OF NOTE

1. Emergency Telephone is located in the Narthex on the wall above the counter. Remember you have to dial a "9" to get an outside line.
2. A wheel chair is located on the right hand side of the front exterior doors
3. Thermostat is located to the north side of the wall north of the double doors. (see attachment).
4. The light switches for the Sanctuary are location on the far wall of the Sacristy. (see attachment).
5. There is a "Fire Extinguisher" located in the rear of the Sanctuary to the right of the double doors.
6. A Braille copy of the "Order of Service" is available in the lower cabinet in the Sacristy, far left side.
7. Extra chairs are stored in the closets on the north wall of the fellowship hall.
8. The "lost and found" is located in the closet closest to the restroom doors on the far side of the Narthex.
9. The volume controls for the speakers in the narthex ceiling are located on the wall to the right of the front doors.

# USHER'S GUIDE TO LIGHTING AND TEMPERATURE CONTROL IN THE SANCTUARY AT HOLY SPIRIT LUTHERAN CHURCH

SANCTUARY LIGHT PANEL – in the Sacristy behind a metal screen



For Sunday services, the following switches should be turned on:

	<b>Baptismal Fount</b>	
	<b>South Side</b>	
<b>Pulpit (top)</b>	<b>Creedance Table</b>	<b>Main Lights (top)</b>
<b>Pulpit (bottom)</b>	<b>Creedance Wall</b>	<b>Main Lights (bottom)</b>

**Note** – do not change setting of the **Low Flood** or **High Flood** switches on this panel (they are marked with post it notes.)

If it is necessary to light the choir area, the **Choir Low** and **Choir High** switches can also be turned on. These control the track lights over the choir area.

**Note-** The switches are rocker type, press the top to turn on, the bottom to turn off. The switches with the green lights along their left side must be held up or down until the green light reaches the top for on, or the bottom for off.



### **SANCTUARY LIGHT SWITCH INSIDE MAIN ENTRY DOORS**

This switch controls the down flood lights. Press the ON button to turn the floods on and wait for the computer to respond, it will take a few seconds. Press the OFF button to turn them off.

Note- This switch remotely controls the two switches on the Sacristy panel flagged with post it notes. (Hence the importance of not changing the settings of those switches in the Sacristy panel) The reason for this function is to provide a way to turn on some lighting to see your way to enter the Sacristy and set the remainder of the lighting when the Sanctuary is very dark.

The switch for the lights over the organ console is located on the east wall, near the organ loft.

The switch for the lights on the stained glass windows is also on the east wall, but on the opposite side of the altar area from the organ. These lights would only be used when it is dark outside or will be dark outside by the end of the service.

## **SANCTUARY HEATING/COOLING CONTROL**

The thermostat for the sanctuary is located in the south west corner, around the corner from the main entry doors. It is programmed for automatic operation on Sunday mornings.

If the display reads “**Hold**” it has been reset to the “continuously unoccupied” mode. Press the **Program Run** button to change it to the programmed occupied mode.

Make sure the display for System shows “**Auto**”. If not, press the **System** button to change it to Auto. It will cycle through the Off, Heat, Cool and Auto settings. Press the button as many times as necessary to reach “Auto”.

For evening services when the program is set to unoccupied, press the **Temporarily Occupied** button.

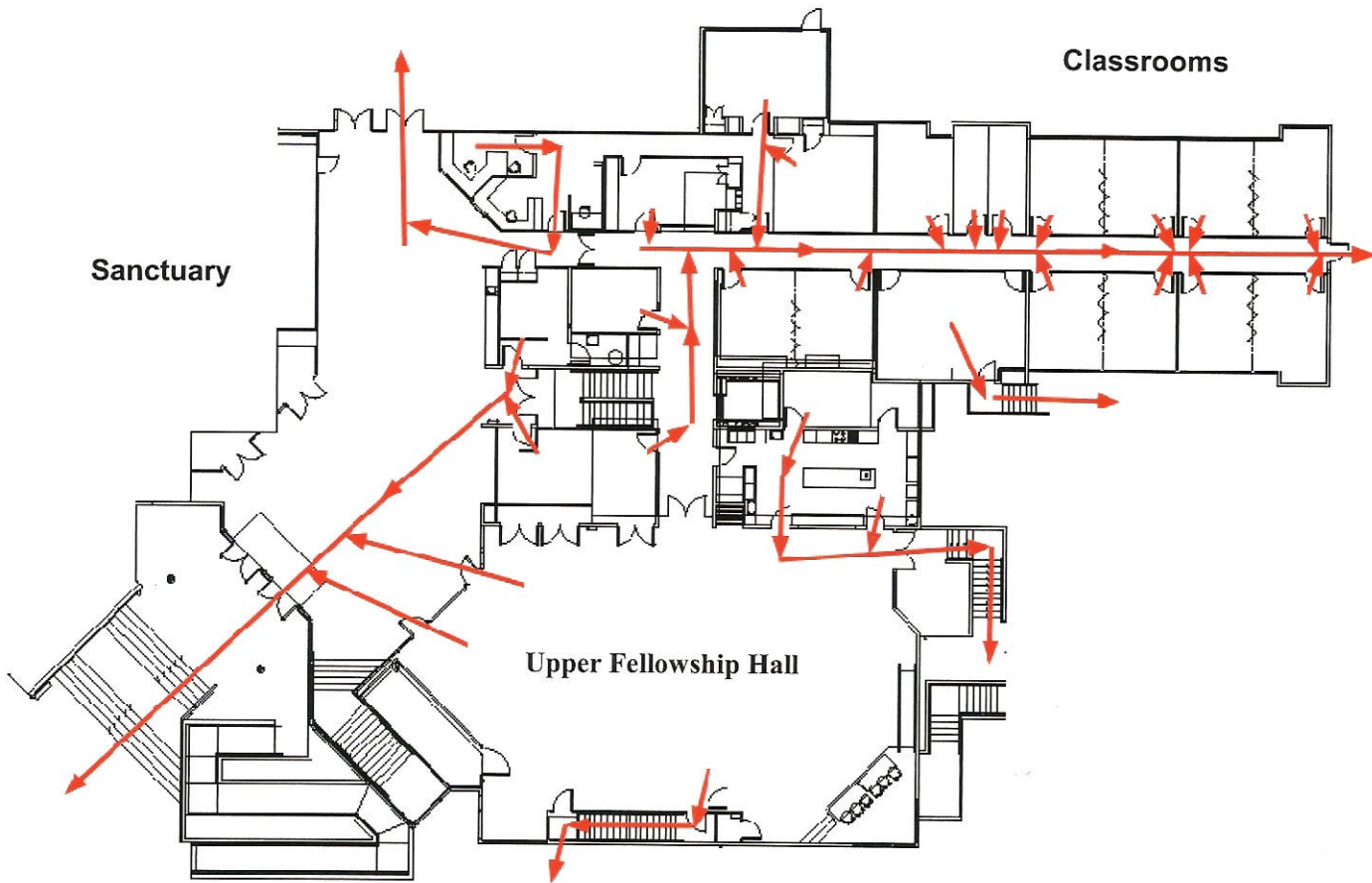
To adjust the temperature, push the **Occupied Temperature** button and then the **up** or **down** arrows to the desired temperature. A setting of 70 is usually good for winter heating when the sanctuary is full of people. For summer, 75 is usually good for cooling.





# Holy Spirit Lutheran Church

## Upper Level Evacuation Plan



### DEPARTURE INSTRUCTIONS:

1. Walk calmly and quickly to the designated exit. Use next closest alternate exit if designated exit is not usable. Follow emergency exit signs.
2. Always use stairs; do **NOT** use elevator.
3. If it can be done without compromising your immediate safety, collect personal items (e.g., keys, purse, coat), but do not delay your exit to collect your personal belongings. Do try, as a minimum, to take your coat (especially in cold or inclement weather).
4. Do NOT go to a closet to collect personal items.
5. Do NOT detour to another area of the building to collect family members (i.e., Sunday School class or nursery). They will not be there! They will have evacuated to the south of the building.
6. After you have safely evacuated the building, go to a designated area outside and wait:
  - East (upper) parking lot away from the building and away from the parking lot entrance
  - Main (lower) parking lot in the NW corner farthest away from both entrances
  - Children's classes will assemble in the grass area on south side of building (outside upper fellowship hall).
7. Parents may go to the outside children's assembly area to assure their child(ren)'s safety, but **do not take your child until his/her teacher says it is OK**. The teacher may assume a missing child is in harm's way, which would initiate a search that diverts emergency personnel and then puts them in harm's way.
8. Get in your car to stay warm if it is safe to do so, but **do not attempt to remove vehicles from parking areas** until directed to do so by the Fire Department or Police Department. Keep parking lot entrances and fire lanes clear for emergency vehicles.
9. Once the order has been given to evacuate the building, do not re-enter the building until you are directed to do so by the Fire Department or Police Department.