

Ushers

Arrive 15 minutes before the service (7:45 or 10:45). If someone does not show, please find a replacement.

Before the service:

- ⌚ Make sure the sound system is on.
- ⌚ Make sure the appropriate lights are on
- ⌚ Check the temperature of the sanctuary, adjust as necessary

During Seating:

- ⌚ Two ushers should be stationed at each of the doors to hand out bulletins and children's bulletins. In addition, help people find seats if the sanctuary becomes full.
- ⌚ When there is a visitor:
 - A greeter will escort them over to you.
 - Please take the visitor and lead them into the sanctuary, asking them where they prefer to sit.
 - Introduce them to anyone sitting nearby.
 - Ask them if they are familiar with the Lutheran worship service. If not, please make sure that there is someone seated by them who can help them if they become lost in the service.

During the Service:

- ⌚ At the start of the Prelude close the sanctuary door.
- ⌚ Seat latecomers whenever it is appropriate during the service.
- ⌚ At the Offering, pass the offering plates.
- ⌚ At the Offertory, bring the offering forward after the bread and wine have come forward.
- ⌚ During the Sermon, count heads, including those in the nursery any musicians, and the pastor(s). If you need a counting sheet, they are located in the back row of the seats by the offering plates.
- ⌚ During Communion – Stations:
 - Two ushers will invite congregation to come forward. Please begin this process as soon as the "Lamb of God" is finished being sung.
 - Two ushers will go back to the nursery to help the nursery attendants bring the children in for a communion blessing.
- ⌚ During Communion – Tables:
 - Two ushers will invite congregation to come forward. Please begin this process as soon as the "Lamb of God" is finished being sung.
 - One usher will stand at the head of the aisle to help people know when to fill-in the next table.
 - One usher will go back to the nursery to help the nursery attendants bring the children in for a communion blessing.
- ⌚ During the final hymn, open the sanctuary doors.

After the First Service:

- ⌚ Put offering money in moneybag in library file cabinet.
- ⌚ Clean up any bulletins in the seats. If useable, place back in pile for reuse at second service. If not, place in recycle basket.
- ⌚ Keep the doors to the sanctuary open to facilitate airflow.

After Second Service:

- ⌚ Clean up any bulletins and place any papers in the basket for recycling.

- ⌚ Keep the doors to the sanctuary open to facilitate air flow.
- ⌚ Turn out lights, turn off sound system.