

LISTING OF USHERING DUTIES

The following is a list of duties to be carried out by the ushers.

It is important for ushers to arrive at church 25 minutes before the service begins and the Usher Captain will assign the various duties to members of his or her team.

If you are unable to usher per the schedule, it is your responsibility to find a replacement.

If you have any questions, please contact Tim Straub at 715-582-0504

These duties are as follows:

- 1) Turn on the lights in the sanctuary and narthex.
- 2) Set out the handicapped signs close to the church entrance. Unlock the front door to the church. The key is located under the stairs behind the closet door.
- 3) Ensure that the eternal flame is burning. Replacement candles are located behind the altar.
- 4) Check the over-all condition of the worship area. Ensure the following:
 - a) That all hymnals are in place.
 - b) Communion cards are in place.
- 5) Have one of the ushers greet worshippers at the front door.
- 6) Distribute bulletins for the day
- 7) Ring the bell five minutes prior to the service. Use the brown cord in the balcony.
- 8) Count the attendance during the service and fill out the "Ushers Attendance Report". Place the completed card in the offering plate. Be sure to count all people attending worship including adults, children and musicians.
- 9) If there is a baptism, check to make sure there is water in the white pitcher to be located by the baptismal font.
- 10) Arrange for one of the members to receive the offering in the balcony.
- 11) Take the collection during the appropriate time.
- 12) During communion:
 - a) Ushers will receive communion first and collect the communion cards from the communicants.
- 13) After the service:
 - a) Straighten the hymnals
 - b) Remove unused bulletins from the pews
 - c) Close all windows if opened.
 - d) Empty the baptismal font if used during the service and return it to its proper place by the altar.
 - e) Turn off all lights in the sanctuary, narthex, educational unit and entrance.
Do not turn off the fans in the sanctuary. They are labeled on the lighting control panel
 - f) Lock the front door. The key is located under the stairs inside of the closet door.
 - g) Bring in the handicapped signs from outside.