

BEAUTIFUL SAVIOR LUTHERAN CHURCH
USHERS
DUTIES & RESPONSIBILITIES OCT. 23/12

“Serve ..not by the way of eye-service, as people-pleasers, but as servants of Christ, doing the will of GOD from the heart, rendering service with a good will as to the Lord and not to man, knowing that whatever good anyone does, this he will receive back from the Lord, whether he is a servant or is free.” (Eph. 6:6-8)

PRE-SERVICE DUTIES

- Arrive at Church at least 30 minutes prior to start of Worship Services.
- Unlock the front two big doors.
- Put on your Name Tag.
- Lock the side door.
- Post all the Hymns, including those for Communion Service.
- Turn on the lights above the Altar area.
- Turn on the Sound System.
- Open the windows if necessary.
- Turn on the rest of the lights for the Worship area, including the Narthex.
- Close the Worship Area door leading into the Office.

RECEPTION and SEATING:

- Join the Greeters in a short Prayer.
- Ask visitors if they require an Offering Envelope.
- Ask them if they are members of Lutheran Church Canada. (If a Communion Service) give them a

Communion Card.

- Tell them the Communion Card is to be given to the Usher at the time they are asked to the Communion Table.
- Instruct them that if not members of Lutheran Church Canada, they will have to speak to Pastor/Elder before Communing.
- Assign them a seat next to a congregational member that will engage them in conversation, and assist them in following the Order of Service.

NO ACOLYTE

- If the assigned Acolyte does not show up for the Worship Service, and you do not feel comfortable performing this duty yourself find a youth in the congregation to be the Acolyte.
- Light the Altar Candles.
- Extinguish the Altar Candles when closing hymn is sung.
- Take your seat in the Worship Area at least two or three minutes after the Service has started.
- Assist worshippers arriving late with a Worship Bulletin and obtaining a seat.

OFFERINGS

- Receive Offering plate(s) from Pastor or Acolyte.
- Bow towards Altar, turn inwards in the aisle.
- Proceed to assist in the passing of the Offering Plate.
- Count the people in the pews as you go, including those in the cry/library room, acolyte, organist, and Pastor.
- Wait for the Performers/Organist to stand behind you.
- Bring forth the Offering to the Altar.
- Bow upon presentation of Offering Plates to Acolyte or

Pastor, turn inward, walk to the back of the Church (Narthex).

-Post the number of people in attendance.

Communion:

-Call up those that wish to Attend the Lord's Supper. No more than 9 people per side, including children.

-Count only those that Receive the Body & Blood.

-Post the number of those that communed on the record sheet posted in the Narthex, include Pastor & Communion Assists in the count.

AFTER SERVICE DUTIES:

-Take down the Hymn numbers, and return them to the number box.

-Turn off the Sound System.

-Turn off the Lights over the Altar Area.

-Pickup all material left in the Worship Pews.

-Turn out some/all of the Lights that are not being used in the Worship Area.

-Close the windows if they were opened

-Lock the main doors.

There will be three or four weeks of training offered, if you feel that this would be beneficial to you and your team.

Thank GOD that YOU got a chance to Serve with HIM this Special Day.

3rd draft.

USHERS

GUIDE

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REVISED OCTOBER 23RD, 2012

