

Peace Lutheran Church of Plymouth

Usher Duties

Thank you for volunteering to serve the church in this important ministry. All family members are encouraged to participate in ushering, with parents using discretion with small children.

The following list should clarify the responsibilities and task of this position.

1. Arrive one-half hour before the service.
2. Put on usher name tag, please.
3. Stand near the sanctuary doors and pass out bulletins, which are located in the sacristy.
4. For overflow seating, have extra chairs in reserve outside the sanctuary prior to the beginning of the service.
5. Assist with the seating of latecomers, during the entrance hymn, hymn of praise or after the prayer of the day.
6. Assist in the counting for attendance. The count should include the pastors, organist, musicians, nursery personnel, infants, and ushers.
7. The Welcome Pads are distributed during announcements. The pastor will acknowledge when they should be distributed. Begin with the *front rows*. The first service ushers will leave the pages in the booklets.
8. Pass the offering plates. Begin with the back rows on the side and work to the front. Two ushers bring the offering plates forward to the Chancel during the singing of the offertory. They can return to the back of the sanctuary after the offering has been received by the Pastor.
9. During the last hymn, open the Sanctuary doors.
10. Welcome pads
 - a. Should be passed to the congregation during the announcements in the service.
 - b. After the first service, gather the Welcome pads and place them on the table in the back of the Sanctuary for the second service.
 - c. After the last service:
 - i. gather the Welcome pads
 - ii. remove any used pages from them.
 - iii. examine the pencils and replace them if necessary.
 - iv. replace the Welcome pad, when they are completely used.
 - v. store them in the usher's table in the sanctuary.
 - vi. take the used completed pages and place them on the counter in the office.
 - d. Supplies are stored in sacristy.
11. After each service, go through the Sanctuary turning all of the green hymnals binding side down. Try to spread the blue and green books alternately between chairs.
12. Prior to the last service, rope off the northeast section of chairs to encourage attendees to gather in the three sections only.
13. After the last service, lock the front doors and check all the exit doors to be sure all are secure before leaving the building.

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Coffee

1. First service greeters are assigned to makes the coffee. Supplies and instructions are in sacristy by the coffee maker.
2. Last service greeters are responsible for the cleanup. Clean the coffee maker, warming pots, and air pots.
3. Second service greeters should do a quick pick up of the dirty cups, etc. in the Narthex before the worship service begins.

Communion

Holy Communion is celebrated on the first and third Sundays of the month.

1. Before each service, be sure that the baskets for collecting the cups are under a chair in the front row on each side for the Communion Basket Holders. The baskets should be lined with a napkin.
2. Carry the bread and wine chalice forward to the Chancel during the offertory.
3. On Communion Sundays where many visitors are present, you may want to assign an usher to direct people to the Chancel.

Baptisms

1. Our new baptismal font is located near the entrance doors in the sanctuary.
2. Before the service, check to see that there is water at the baptismal font. If there is no water, purified water for the bowl is stored in the sacristy under the sink. Please use only purified water.
3. Have the Acolyte light the Paschal Candle on Baptism Sundays.