

Usher Job Description

1. Report at least 20 minutes prior to service.
2. Check with Pastor to see if there are any special instructions.
3. Check to see that all three front entrances are unlocked. (1st service only)
4. Locate the offering plates on the shelves in the Narthex.
5. Distribute the bulletins to worshippers as they arrive and direct them to open seating if needed.
6. If families have children age 3 or under, offer to show them to the nursery if they would like.
7. During services, get an attendance and record it on the sheet provided.
8. ***Offering:*** Find someone to take the offering in the balcony while you do the main floor. Pass the plate to everyone except the organist and Pastor, include the choir. Pass the plates on the main floor starting at the front and move to the rear. It works best to face the rear of the Sanctuary so you can follow the movement of the plates. After you have completed the main floor and have received the plate from the balcony, there is a button right above the light switch in the Sanctuary to push to let the organist know you are ready.
9. ***Communion:*** One usher will be responsible for dismissing the pews; the other will be stationed near the front pew to direct worshippers to the communion rail.
10. ***Please DO NOT collect worship bulletins from worshippers after the service.***
11. **After every service inspect the whole Sanctuary, including the balcony. Pick up trash and personal items left behind. Place all ELW Hymnals in the pew rack face out and upright. Make sure all bibles and WOV hymnals in the racks below the pews are in there nicely.**
12. **After the second service, turn thermostat to 60 degrees in all rooms and turn off all lights. Also, make sure all air conditioning units are off.**

In the event of a 911 emergency please usher people downstairs to the fellowship hall under the Pastor's direction.