

# USHER SCHEDULE 2024

Chair: Tammy Terry  
Board Representative: \_\_\_\_\_

TEAM #1	TEAM #2	TEAM #3
Mary Carriere [REDACTED]	Dan Smittkamp [REDACTED]	Steve Cochran [REDACTED]
Tammy Terry [REDACTED]	Dean Smittkamp [REDACTED]	Joe Gleckler [REDACTED]
		Jeff Satre [REDACTED]
<b>Team #1 Serves:</b>	<b>Team #2 Serves:</b>	<b>Team #3 Serves:</b>
January	February	March
April	May	June
July	August	September
October	November	December

Please Arrive to Serve by  
7:30 AM – For 8:00 Service  
8:30 AM – For 9:00 Service  
9:30 AM – For 10:00 Service

## Substitutes

(If you are unable to serve any Sunday you are scheduled,  
please call another Usher to take your place or a substitute below.)

Nick Sanders  
Dustin Whitezel  
Bill Young



## **USHER RESPONSIBILITIES**

Before the church year begins, Ushers are to meet in order to:

- train/explain to new Ushers
- decide serving teams
- prepare a serving schedule to go to each Usher and the church office
- choose a Chairperson; the Chair (or representative) is to faithfully attend the bi-monthly Board meetings.

Please arrive early. If you cannot be present to serve, please call someone to replace you or at least notify another. Each team is to divide the responsibilities and decide door assignments as it seems best. Ushers are expected and asked to:

1. Unlock Washington St. door and sanctuary/Prayer Room entries.
2. Turn on the lights in the sanctuary and entryways.
3. Place Chalice flags outside in holders (8:00 Ushers) and bring back in (10:00 Ushers, after service) according to schedule posted on sanctuary foyer wall by entry door.
4. Check set-up in sanctuary– the table, cross, candle, lighter, ropes, and take offering to the safe in parlor after service. Reset after 8:00 for 10:00 service.
5. Help carry up communion trays, if needed. Help carry them down after the service.
6. Light the candles on the communion table.
7. Put offering trays on the communion table.
8. For Acolyte time: 8:00 Brandon Moss lights candles; 10:00 ask 2 people (youth or adults) to do it prior to the service.
9. Set up chairs in the back of the sanctuary when a large attendance is anticipated – Easter, Youth Sunday, Christmas Eve. (Know where to retrieve more chairs, if needed.)
10. Rope back two pews for the Deacons.
11. Place bulletins on stands (about 50 for 8:00, remainder for 10:00). When greeters arrive, make sure they get their name tags (under the sign-up desk). As people enter, hand out a bulletin.
12. Help escort people to a pew if needed, especially when the sanctuary is full or the service is about to begin. Do anything else needed to help people or the worship service.
13. Take the attendance of everyone in the sanctuary (in the nursery/kitchen/etc.) and write it on the orange attendance slips; put them in Office Box or Offering Bag. Make sure that an attendance pad is passed to those in the pew and chairs in the back; offer hymnals to those without.
14. After 10:00 worship, be sure to lock all outside doors especially those onto Main St, the Washington St. door, as well as the Prayer Room door.