



Our Savior's Lutheran Church Usher Responsibilities

Our Savior's Ushers are at the doors of the worship space (sanctuary or CLC) at least 20 minutes prior to the start of the service. Their duties vary slightly based upon which worship space the service is in.

Usher Duties

1. Please light the altar candles, generally prior to the start of the service or per any special direction from the Pastor. Candle lighters can be found in the sanctuary sacristy (small room to the east of the sanctuary) OR by the wooden cabinet near the CLC entrance doors, OR in the CLC sacristy (small room to the east of the altar/stage).
2. Hand out bulletins to the congregation as they arrive. Bulletins can be found on the shelf outside the sanctuary OR inside the wooden cabinet near the CLC entrance doors. If needed for CLC worship, hand out hymnals from the hymnal carts.
3. Close the doors when the service begins.
4. Take a count of all people in attendance and place in offering plate or in Kathy Newton's mailbox in the office workroom. Counter sheets (small rectangular notes) can be found on the shelf outside sanctuary or inside the wooden cabinet near the CLC entrance doors.
5. *Collect the offering in the Sanctuary:* Offering plates are on the shelf outside the sanctuary. First collect from the center two aisles and then on the west (far right) set of pews. Bring the offering plates up to the front of the sanctuary and hand them to the pastor to place on the altar.

Collect the offering in the CLC: Offering baskets and "noisy offering" bucket are in the wooden cabinet near the CLC entrance doors. Please bring the "noisy offering" bucket to the front of the church at offering time and give to the Pastor. After collecting the offering, it is usually brought to the church office and handed to the counters.

NOTE: The noisy offering should remain in its tin to be counted separately. DO NOT add to offering in baskets.

6. Direct members up to the altar or to communion stations for communion (on communion Sundays).
In the Sanctuary: Begin releasing people from the center aisle first and then from the side aisle.
In the CLC (if requested by the pastor to direct members to communion stations): Begin releasing people down the center aisle and then release people at the tables to go down the main aisle and return via the sides.
NOTE: For worship in the CLC, people generally commune at will and do not need to be released in an ordered fashion. (Communing at will is normal procedure for Wednesday worship and new for Sunday worship).
7. Open doors to sanctuary or CLC during last song of the service.
8. Put used bulletins in recycling bin in office workroom.
9. Extinguish all candles before leaving.

Special Note: When the scheduled counters are NOT in the office at the end of the service to pick up the offering, take the offering from the altar, put the funds in an envelope found on the north wall of the office workroom, label the envelope with the date and service time, and drop the envelope in the safe. (See Pastor/staff if you have questions.)

If questions, please ask the pastor prior to worship or contact the church office.