

USHER DUTIES

BEFORE SERVICES: Arrive 15 minutes before the service.

1. Check that the **bread and wine** are ready on a table near the sanctuary entrance. If not, find the person on altar guild duty.
2. Check with the Pastor for any **special instructions** or changes.
3. **Welcoming people.**
 - a. Greet people, giving them a bulletin and showing them to a seat if needed.
 - b. Inform parents with small children who are new to the church that all children are welcome in church as well as the availability of child care downstairs.
 - c. Make sure visitors know how to get to the restrooms (Outside and downstairs).

DURING SERVICE:

1. **Count** the congregation. Include all children, pastor, organist, and choir. Record the number in bulletin board above the visitor book.
2. **Offering:** Receive the offering while the table is being prepared for communion. The assisting minister will give you the plates. During the singing of the Offertory, present the gifts of money, bread, and wine. The acolyte and assistant minister will accept the gifts at the front of the altar.
3. **Communion:** Pastor will make an announcement to the effect that all is ready, then place the center altar rail and cushion and begin directing people to the altar. Keep the flow going by directing people up, one row at a time. Be aware of persons who may need special assistance. After communion is completed, remove central rail and cushion and replace on right side of chancel.

AT THE CLOSE OF SERVICE:

1. After the dismissal, **open the doors** to the narthex and the outside doors if the weather is appropriate.
2. **Greet people** as they leave and at coffee hour, introducing visitors to other members if needed. Ask if they wish to sign the guest book.
3. **Straighten up** the sanctuary, arrange hymnals in racks, pick up all papers and bulletins, restock worship cards and pencils in racks. Put extra service bulletins in the recycle bin.

For technical questions: see the Hollands, the Kreter-Killians or the Larsens.

LECTOR DUTIES

BEFORE SERVICES: Arrive 15 minutes before the service.

1. Check to see that the large bible on the lectern is marked for the readings of the day.
2. Go over the first and second lesson which you will be reading to check for any strange words.

DURING SERVICE:

1. After children's sermon, read the first lesson, ending with "Holy wisdom, Holy word."
2. If a psalm is read or sung by the congregation or choir, take a seat next to the lectern until it is over.
3. Read the second lesson and end again with "Holy wisdom, Holy word."

For technical questions: see Mary Rowe, Jeanne Kreter-Killian, or Jay Hines-Shah.

COMMUNION ASSISTANT DUTIES

DURING SERVICE:

1. During the offering, walk up to the side of the altar and during the Words of Institution stand next to the acolyte.
2. After the Pastor and Assisting minister commune themselves, you and the acolyte will be communed. Then take the top tray of wine and grape juice.
3. You follow the Pastor who has the bread. People may take a small cup from your tray or let you pass by and take from the common cup. To those who take a cup from your tray, say "The blood of Christ shed for you." The acolyte follows you with an empty tray to collect the small cups from people.
4. Refill your tray as needed from the other trays on the altar. Be sure to always have enough grape juice in your tray for children who are coming from Sunday school and may be the last to commune.
5. After communion is completed, reassemble the trays (with the widest at the top), put the lid on, and move to the side table.

For technical questions: see Breonna Tavenner, John McNabb, and Rene Kvidahl.