



You are scheduled to Usher at worship service. Thank you for your help.

Please arrive at least 15 minutes prior to the worship service. This is very important as many of your duties are accomplished during this time.

Ushers will greet people as they enter the church. The best place to stand is outside the doors before you enter the Worship Center. Invite new members, visitors and current members to stay for coffee and treats after the Sunday worship services.

Please take a few minutes to review the duties of the Ushers. They are as follows:

- Hand out bulletins. Help find seating as required.
- Close doors when the Worship Service begins.
- Count the number in attendance and enter that number on the red money bag.
- Pass offering plates and take to the Altar.
- Usher members up to the communion rail.

8:15 am Service:

- Ushers use a single offering plate, each using the side aisle (front to back).
 1. Take offering from side section first, then go to the front of the center section and take offering.
- Deliver the offering to the Altar using the center aisle.

5:30 pm and 9:30/10:15 am Services:

- 2 Ushers take one offering plate each down the center aisle (front to back) and the other 2 Ushers take one offering plate each down the side aisles starting with the front side pews (front to back).
- Ushers take offering to the Altar using the center aisle.

6:30 pm Wednesday Service and all Crossroads Services:

- 2 Ushers take one offering plate each down the center aisle (front to back) and the other 2 Ushers take one offering plate each down the side aisles starting with the front side pews (front to back).
- Ushers **DO NOT** take offering to the Altar...instead, you will take the red bag and the offering plates back to the Church Office as soon as the offering is completed.

Communion:

- Dismiss side sections first (front to back) then center sections.

After Services:

- Open doors (during final hymn).
- Collect offering, put in money bag, and deliver to the Church Office.
- Pick up all bulletins/trash in pews and hymnal racks and straighten hymnals.
- Take bulletins to the Church Office after the 9:30/10:15 Worship Service.

The members of Calvary Lutheran Church deeply appreciate your willingness to serve the Lord in this capacity.

Again, thank you for your assistance at Calvary Lutheran Church. If you have any questions regarding these duties, please do not hesitate to contact me at 342-9043 or tom@calvaryrapidcity.org