

american LUTHERAN CHURCH

801 Monroe Street • La Porte City, IA 50651 • www.lpcamericanlutheran.org



USHER'S RESPONSIBILITIES

**You are also fellowship hosts after church for the week you usher.

BEFORE WORSHIP

ARRIVE 15-20 minutes before worship begins.

HAND OUT BULLETINS & GREET GUESTS at both sanctuary entrances. (Bulletins should be set out on the pew just inside the sanctuary doors.) Offer to help visitors or late arrivals. On Special Sundays, you will also hand out candles, palms, etc.

DURING WORSHIP

COLLECT THE OFFERING at the appropriate time during the service. Walk up the center aisle to receive the plates from Pastor. You'll need 2 people in the center aisle, and two people on the outside aisle (can use acolytes in this spot but be sure to let them know.) Remember guests seated in the balcony. The offering is brought back up the center aisle when the musician finishes his/her selection. Pastor will usually motion for the congregation to rise. Bring plates forward as the congregation sings.

COMMUNION DISTRIBUTION. Direct parishioners forward to receive communion from the center aisle. There are 2 communion stations at the front of the church. Pulpit & lectern sides commune from their respective stations.

COUNT WORSHIPPERS. Remember: Everyone counts! Count children, babies, those leading worship, & yourselves. (Don't forget the balcony) You can do this anytime in the service. You can go up to the balcony and count from there. Write the number down in the book in the ushers' drawer in the built-in cupboard in the narthex.

AFTER SERVICE

AFTER WORSHIP OR BEFORE LEAVING pick up bulletins left in pews and straighten hymnals in the pew racks.

ACOLYTES will take care of candle lighting and extinguishing during the school year. In the summer months, ushers are asked to light candles sometime before the service begins. The lighter should be in the ushers' drawer. The acolyte candle lighter with bell snuffer is hanging on the steps of the balcony. Remember to see that all candles are extinguished after worship.

ADDITIONAL INFORMATION:

IN CASE YOU'RE UNABLE TO BE PRESENT on a Sunday you have agreed to usher, please arrange for a substitute and let the church office (319) 342-2852 know.

THANK YOU FOR VOLUNTEERING!



Evangelical
Lutheran Church
in America