

Usher

Before the service:

Make sure that the bulletins and any inserts at the table in the back of the sanctuary.

Greet people as they come in and hand a bulletin to each couple; one bulletin to each person not with a significant other. It is especially important to greet those coming in from outside and welcome those who may be visiting with us.

Make sure that there is a fresh glass of water on the pulpit shelf for the pastor.

At 10:20, ring the bell or have one of the children ring the bell.

Light the candles on the altar—there is a lighter on the shelf of the pulpit.

During the service:

During the children's lesson count the number of people in church and record that number on a bulletin. Be sure that the bulletin is left in the pastor's office after the service.

Be prepared to collect the offering by asking one of the children or another adult to assist you. Once the offering is collected, stand in the back of the sanctuary until the pianist begins the Doxology. Come forward to present the gifts to the worship leader.

After the service:

After the service, pick up leftover bulletins from the pews and the small table, take them to the pastor's office for recycling. If it is a communion Sunday, be sure to pick up the communion liturgy sheets to be saved for next month and return them to the pastor's office.

Assist the financial secretary with counting the offering.