

Head Usher

Open:

- Open doors, turn on lights if 1st service
- Ring bell 5 minutes before service
- Make sure all people assigned to Faith and Care for that service are present and ready. If no acolyte, go ahead and light candles once Worship begins.
- Assist anyone who:
 - needs extra help getting seated
 - needs help finding Childcare room
 - let Pastor know if there is anyone who will need to be communed in the pew.
- Do a head count for that service
- Make sure sanctuary is ready for next service
- Check bulletin to make sure right books are handed out (Holden Evening, Blue Book, etc)

Close:

- Head usher checks all pews for bulletins, garbage and replaces all hymnals.
- 2nd service: Check that there are no open windows and do a complete walkthrough to close up church.
- Lock doors, turn off lights if 2nd service
- ***If Head Usher is NOT the last person in the church, IT IS THE RESPONSIBILITY OF THE USHER TO FIND SOMEONE TO DO THEIR JOB AND CLOSE UP THE CHURCH SECURELY

Ushering:

- Collect tithe
- Assist with leading parishioners to Communion

Tithing Money:

- Count all loose cash (not checks)
- Make notations on slip of paper and put all into the money bag
- Have a 2nd person confirm money count
- Deposit money bag into Office in specified location

Usher:

- Assist head usher with tithe collection and Communion ushering to the altar.
- At entrance to Sanctuary hand out bulletins

Greeter (s)

Be at Church at least 15 minutes prior to service to greet our congregants:

- Open doors to sanctuary- prop open to welcome church comers
- Greet/Welcome all those arriving to church at front doors to church (not front doors to sanctuary)
- Ask to assist those with disabilities by helping them from their cars to inside the building and to their seats in the Sanctuary/
- Guide people towards sanctuary, childcare room or wherever they need/want to
- (Note - USHERS will hand out bulletins at the entrance to Sanctuary)
- After service, it is nice if there are any newcomers to thank them for coming and make sure they feel welcome at Peace Lutheran Church.
 - Let them know that there is a bible study class in the Fireside Room in between services
 - If they have children, let them know about our Sunday School program and invite them to come to the 'opening' in the Fellowship Hall at 9:45.

Acolyte

- 1, Light candles on altar during 1st worship song
 - Light wand in back of sanctuary- there are matches in the cabinet with the acolyte gowns and wand
 - Light side candles first and center candle last
 - Hold wand up high and straight and return to back of sanctuary, then return to seat
2. Receive tithe from ushers and take to altar
 - If communion is present bow before altar , walk up to alter and place tithe on altar
 - If communion is present, bow again facing altar, turn and leave through main aisle
 - Return to seat
3. Assist Pastor with Communion.
 - Usually, collect empty wine cups from those receiving communion
 - Sometimes- assist Pastor with serving the wine/juice cups. Pastor will guide acolyte. Occasionally Pastor will have Acolyte help serve Communion to Pastor
4. Extinguish candles on 'sending' song.
 - First, extinguish both side candles
 - Next, light the wand with the center candle flame.
 - Last, extinguish the center candle flame
 - Hold wand up high and straight and return to back of Sanctuary and extinguish wand.

Lector

- Prepare for readings in advance of service if possible
- Make sure microphone is on before reading
- Be sure to read slowly and clearly
- End after both readings are finished with “Herein ends the readings of the Lord”.
Congregation will answer with “Thanks be to God”.

Communion

General notes: Communion preparation takes about 15-20 minutes depending upon how many trays are needed

- Everything needed should be in the room behind the altar in the Sanctuary
- Bread will be on counter wrapped up (Pastor will bring bread before service)
- Challis and tray for bread are located in right hand cabinets by counter.
- Cloths to cover challis and bread are located in drawer to the right of the sink under counter
- Wine and cups are located in cabinet to the right of counter
- White grape juice is in the refrigerator to the left of the cabinet.
- Trays for wine and juice are also located in cabinet to the right of the counter.

Preparation:

- Place bread on bread plate (paten) and cover with cloth
- Pour a small amount of wine in the challis and cover with fabric board and cloth
- Put cups in trays, fill cups with wine on outside and cups on inside with white grape juice.
- **If you do not know how many trays to fill - check with pastor or worship team and they can help you decide.
- Put filled trays on base (brass) and put lid on top
- Remember to bring out an empty cup tray and put on pedestal right behind altar for acolyte to collect cups.
- Bring challis and bread tray and place on altar near bible
- Bring filled cup trays and place on altar also

Assist Pastor serving Communion:

- You will assist Pastor in serving Communion. Usually, you will serve 'THE BLOOD OF CHRIST SHED FOR YOU' after Pastor serves the Body of Christ broken for you.
- Pastor may have you Commune him with the bread and wine as well after he's finished serving all the parishioners,

Clean up:

- After service, take trays, challis and bread tray to back room and clean up
- After washing, place everything back in the cabinet and cloth drawer
- Bring extra bread to children to eat.
- Pour unused wine back into the wine bottle
- Pour unused white grape juice into bottles and refrigerate

VERY IMPORTANT: if we are running low on any supplies- cups, wine, juice or clean cloths- please let Debra in the office know asap.

COMMUNION WARE AND SUPPLIES:

Check weekly and communicate to Debra/Office what is needed for ordering

BANNERS:

- Change banners on wall and on pulpit according to church calendar. There is a book in the office that has the calendar