

**ST JOHN'S LUTHERAN CHURCH
USERING TEAM DUTIES**

Services:

1. Head ushers arrange for replacement team to be present if your team is not available.
2. Contact your team members to be present when scheduled.
3. Please be present at the church one half hour before the service begins.
4. Salt sidewalks if needed and try to keep sidewalks as clear as possible during service if it is snowing.
5. Get coffee brewing for fellowship time and compile snacks in fellowship area.
6. Turn on all lights in the entranceways inside and outside, altar, sanctuary, lower lobby, upper lobby, hallways, etc.
7. Open all doors to the sanctuary prior to the start of the service.
8. Close sanctuary doors once the service has started and open when service ends.
9. Light all candles on the altar, baptismal, whatever is appropriate for the day. Some services require turning on and off lights during the service and candle lighting. Make sure you have someone to do these tasks.
10. Greet attendees even late ones before and after the service has started.
11. Make sure the red lector book is in the hands of the lector for the day.
12. If there is a baptism scheduled, check the font for water.
13. Sound system should be turned on, check with the organist
14. Take attendance once the service has started, complete form, and place in the offering plate.
15. Retrieve offering plates from cupboard make sure the mission jar is at the front of the sanctuary.
16. Take offering. 4 people are needed. 2 in the aisle and 2 on the far outsides.
17. Ring the tower bell at the start of the service and during the Lord's Prayer 7 times each.
18. Make sure communion assistant is present. If not find someone who can do it. Make sure they have their reading material.
19. Communion lines commence down the middle aisle, left side first then right side, and indicate to the pastor or assistant the need for communion for those in the pews
20. Thermostats are on timers do not touch.
21. Extinguish candles and turn off all lights turned on before service, after the service.
22. Make sure there is someone there to take care of offering plates and mission jar that are up front in the sanctuary.
23. Take communion ware to the lounge, count used cups and record in cabinet, pour extra full glasses back in bottle, and wash all cups and rinse in a bleach water, wipe off trays, and place dried cups back in trays. Wrap extra bread in saran wrap and leave on counter.
24. Put away all items in fellowship area after fellowship time. Wash all dishes that were used, in lounge. Double bag the coffee grounds before throwing them in the trash (used plastic shopping bags are provided), and clean tables in fellowship area.
25. Pick up leftover bulletins, etc. in pews, and straighten hymnals.
26. Turn off bathroom lights as well as any other lights that were left on if you are the last to leave.

Note: Be aware where all fire extinguishers and exits are located in case of an emergency.