

LHC Usher Duties - *Thank you for being an ambassador for God's welcoming love & grace.*

- 9 am** – Arrive at church 20-30 minutes before worship service begins.
- Unlock front doors.
 - Turn on Sanctuary lights. Switches located inside door off the Chancel.
 - Turn on heat or air conditioning. Thermostat located on wall left of Altar.
 - Turn on overhead fans as needed. Control switch located in Narthex.
 - Set out 'Senior Parking' signs in front along sidewalk.
 - If flowers are not on the Altar, please retrieve them from kitchen.
 - Put on your name tag and check supply of blank name tags.
 - Check pews for tidiness, Hymnals, Bibles, Visitor Cards, and Collection envelopes.
Additional cards and envelopes are in the wall cabinet at the back of church on the East side.

- 9:15** – Ring church bell ten times.
- Bulletins, Prayers & Concerns sheet, Attendance sheet & Large Print Bulletins will be in the back of the church. If not, please check the church office.
 - Check bulletin to know when to light the Altar candles. (usually during first hymn)
Use brass lighters kept near the front doors.

Greet worshippers and welcome visitors

- Assist with name tags, hand out bulletins and then escort them to a seat.
- Pew doors should be opened outward for guests. Encourage visitors to complete the Visitor Card.
- Latecomers can be seated during the service, except at the gospel reading and any prayers.

Parents with children

- Advise parents with babies and toddlers under 3 that nursery care is provided.
- Offer 'quiet bags' for young children.

Record notes

- Take head count (before Children's Time) of all persons including minister, organist, choir, ushers and pulpit associate. Children are counted separately (8th grade and under.) Record numbers on Attendance Sheet provided. Leave this sheet in church office after worship.
- Record prayers and concerns as mentioned during the service on sheet provided.
Posted this sheet on bulletin board in Parish Hall after worship.

Offering time

- At time of Offering, go forward (one usher to each aisle) to Chancel steps and receive basket from Pulpit Associate.
- Take up collection and wait at back of church until Doxology music begins.
- Proceed to Chancel steps and hand baskets to Pulpit Associate. Return to back of church.

During final hymn

- Take brass candle lighters to the Altar to extinguish the flames. Light the brass lighters with the candle flame, then extinguish the candles.
- Carry the 'Light of Christ' from the Altar candles to the back of the church.

Ring church bell

- Ring 5 times after benedictions as indicated in the bulletin.

After service

- Stand with Pastor to greet worshippers as they leave. Invite visitors to Fellowship.
- After Postlude music, tidy up by arranging Hymnals/Bibles neatly in pews, collect used bulletins and communion cups for disposal. Bulletins are recycled, so place them in the bin in the communications center between the Parish Hall and church office.
- Bring in 'Senior Parking' signs; turn off fans; turn down heat/AC; turn off lights; lock doors

If you are unable to usher

- Please call Sandy Antonelli: 630.762.9666, or the church office: 630.584.4013, by 10 am the Tuesday prior to the Sunday you are scheduled so that other arrangements may be made.