

## **Usher Duties**

### **Before Service**

Try to be at the church at least 15 minutes before the service; check with organist to determine if there's a special order of service to be distributed to the worshiper.\* Also, in winter, some touch up snow shoveling may have to be done by the doors.

Check to make certain the sound system has been turned on. Turn off after the service.

Assist the handicapped when necessary.

Check for acolytes 5 minutes before service – light altar candles if no acolytes available.

### **During Services**

Collect the offerings

Usher communicants

Assist anyone who may become ill out of the sanctuary if and when necessary. Get help as the situation dictates.

### **After Services**

Usher worshipers out of the sanctuary during the organ postlude music.

Turn sound system off.

Close down the facility:\*\*

Check the lavatories so lights and fans don't keep running unnecessarily, etc.

Turn heat down to 60 degrees

Turn off sanctuary lights, including the eternal light hanging fixture – and any seasonal lighting, such as Christmas lights, etc.

Lock the front door (key in the supply closet) when most of the worshipers have left the building. Those still inside can exit without any problem

Lock the back door if there's no one remaining in the church when you leave.

(There's no possibility anyone would be locked in: they can leave thru the front door if that occurs)

\*The most common occasions for a special order of service are the seasons of Lent & Advent (with mid week services), festival days such as Easter, Reformation, Thanksgiving, and Christmas, and LWML Sunday. The organist always knows if there's going to be a special service hand out or if we are using our "Service of Light" format in the small white book.

\*\*These duties are most important when Zion has the late service. When we have the early service our Sunday School will be in session after the service and the Sunday School Staff will take care of the lights, turning down of the heat and checking the lavatories. Please continue to lock the front door and turn off the sound system, however Parents will be instructed to use the west fellowship hall door when arriving to pick their children up after the Sunday School Session