

**Beloved Community of
Episcopal Church of the Intercession
and Redeemer Lutheran**

**Usher
8:00 Service**

*Thank you for volunteering to be an Usher for our Worship Services.
Listed below are the responsibilities for this position.*

1. Please arrive and be ready to start ushering 20 minutes before worship is scheduled to start.
2. Station yourself at the entrance to the sanctuary to hand out copies of the service bulletin and the goldenrod *Next Steps* insert.
3. Once the service has begun, please count the number of people attending the service, including the staff. Record the number on the slip of paper in the bread basket on the marble-topped table to the left of sanctuary doors. Return the slip to the bread basket so that it will go up with the bread at the offertory.
4. Right after the Pastor announces the offering, the offertory music will begin. The usher should begin at that time also. **First, please take the bread and the wine that are on the marble-topped table up to the altar, and hand them to the Server.** Then, begin taking up the offering. The offering plates are located on the marble-topped table as well. Begin the collection in the front of the congregation. Once collected, bring the offering to the altar.
5. After services are completed, please pick up bulletins/papers from the chairs and floor. Put them in the basket with bulletins, and place the basket on the counter in the narthex.
6. If you are unable to attend the service for which you are scheduled, please contact the office to let Patricia know that you cannot attend. She will find a replacement for you.