



# St. Luke's Lutheran Church & School

Oakfield, WI

## Usher Duties

1. Ushers should arrive at least 15 to 20 minutes before the service is scheduled to begin.
2. Ushers should greet and hand out service folders.
3. As the church becomes fuller, it may be necessary to usher people to a seat. Be aware of empty places in the nave.
4. Lighting and putting out the candles:
  - a. Light the candles around 5 minutes before the service begins.
  - b. Light the candelabra on the lectern side first then the pulpit side. Proceed away from the altar on both sides.
  - c. Then light the altar candles if communion is being held.
5. Gathering the offering:
  - a. Two ushers should go down the center aisle and one usher for each side aisle.
  - b. An offering may also have to be collected up on the balcony.
  - c. Take the offering down the center aisle to the pastor at the altar. Raise the collection plates so that it is easier for the pastor to take them from you.
6. When ushering for Holy Communion:
  - a. The deacon and two ushers go to the front of the center aisle.
  - b. If there are any individuals in the first row on the lectern side, who are unable to make it to the front they will be served first.
  - c. The usher on the pulpit side will then begin by ushering 10 individuals to the front for communion.
  - d. If you are unsure when to begin, watch the deacon for a signal when you should begin.
7. The end of the service:
  - a. Two ushers should go down the side aisles and usher people out from the main aisle.
  - b. The rows closer to the front are dismissed first.
  - c. Both sides are to go at the same time.
  - d. One usher will hand out bulletins at the rear of the nave.
  - e. After the service make sure all the hymnals are correctly positioned in the bookracks, and any items left in the bench are removed.
8. If you are unable to serve for a particular service for which you have been assigned, it is your responsibility to find a replacement.

Committee Responsible: Shepherding Committee