

St. James Trinity Lutheran Church

2019 Ushers

Months Assigned	Head Usher	Ushers	Phone
January	Head Usher	Mark Kaeding	715-877-2282
		Charles Schumacher	715-877-2271
May		Ron Menard	715-877-2084
		Ryan Monnier	715-877-2850
September		Nathan Sorensen	715-450-9021
February	Head Usher	Doug Sorensen	715-877-1601
		Dale Reetz	715-832-5213
June		Vernon Aiken	715-839-0588
		Mike Vagts	715-214-7073
October		Deryl Winrich	
March	Head Usher	Dan Aiken	715-877-2691
		Travis Kaeding	715-877-2488
July		Steve Oas	715-877-2843
		Bob Kaatz	608-385-2077
November		Jack Monnier	715-877-2850
April	Co-Head Usher	Greg Jungerberg	715-461-0493
	Co-Head Usher	Duane Cance	715-286-2627
August		Bryan Kaatz	715-877-3348
		Gary Kunz	715-877-2084
December		Steve Bischoff	715-832-6836

INSTRUCTIONS:

Ushers should come 15 minutes before services.

Ushers MARK YOUR CALENDARS for the months you are scheduled to serve.

Each usher should secure his own replacement if there is a Sunday he cannot serve, or trade with an usher in your group for another service.

Contact your Head Usher if you have any questions or if you know of someone who would like to usher.

ALTERNATES:

Mike Wilhelm 715-877-2452

Arlen Carter 715-877-3349

1. Close the gates after taking offering to the front of church.
2. Check upstairs and Mother's Room for Communicants & Offering.
3. Adjust thermostat or windows if temperature is too cold or too hot.
4. Check pews for pencils, envelopes & Communion Cards prior to church service.
5. If there is no Acolyte, 5 minutes before service, light candles in the following order:
 - (a) Light those on your **right** as you face the altar.
 - (b) Light the candle **nearest the cross first**, then proceed down the line.
 - (c) If it is a communion service, light the communion candle on the right first & then light the others as usual.

(d) When done with the candles on the right side, cross over to the left side & follow the same procedure.

Extinguishing Candles: Extinguish the lowest candle first then go upward. On communion Sundays, extinguish the left communion candle last before crossing over to the right side.

6. Greet people with a friendly "Hello" or "Good Morning".
7. If church is crowded, help find seats for late comers-especially visitors and potential members.
8. After each service, pick up bulletins, papers, etc. that might be lying on pews or on the floor.
9. Be sure to count everybody-including infants and children, pastor, acolytes, organist, and yourselves.
10. See chart below for directing those who want to commune to the altar.
11. Hearing Appliances are available for the hearing impaired. When returned, make sure the batteries are "Off", otherwise batteries will lose power.
12. A Large Print Lutheran Book of Worship is available for those who have difficulty seeing regular print.
13. Assist those who use the lift to get up or down from the three levels.
14. Handout Children's Activity Bags to pre-schoolers.