Christ the King Lutheran Church

Of Waseca

309 6th st. NE

Waseca, MN 56093

507-835-9176

ctkwaseca.org

2021

Usher Dutie's

Head Usher: Garry Huckfeldt

Email garryhuckfeldt1@gmail.com

507-837-9017

USHER DUTIES

Before Service:

- Turn lights on (also Christmas trees and window votive candles at Christmas time)
- Greet people, hand out bulletins at each of the 4 doors into the Nave (sanctuary)
- Usher people to pews, as needed, especially visitors.
- Light candles if acolytes aren't available, bow before and after lighting candles, at the center of the altar.
- Light candelabra 5 to 10 minutes before service, using brass candle lighters. Start at the top (by the cross) and go down. When finished, extend the lighter wick ½ inch beyond the tip, so melted wax does not clog the opening.
- Ring the church bell 7 times after the prelude music has concluded. Organist will buzz you.

During service

- 1 Usher should sit/stand on the east side of Narthex to be able to monitor people coming in/going out of both east and west doors during the church service.
- Collect the offering – 2 ushers in center aisle and one usher on each side aisle.
- Take offering plates up to the front of the church.
- Exit after Pastor has received offering plates from you, **and** he has taken them up to the altar.
- Take attendance and record on attendance sheet. Everyone should be counted: Pastor, musicians, babies & children.

End of service

- If acolytes are not available, extinguish the candles as Pastor is leaving the sanctuary. Bow before and after extinguishing candles, at the center of the altar. Start at the bottom and extinguish candles up toward the cross.
- Pick up bulletins and replace hymnals.
- All pew registration pads should be placed at the center aisle side of the pew. If this is the last service of the day, remove the attendance sheets from the pew registration pads **only if they have names of them**. Put sheets on the Office Administrator's desk. Replace empty pads with new registration pads. Registration pads are kept on the right side of the cabinet (by the mailboxes) in the Narthex.
- Turn off all lights if this is the last service of the day.

Communion Service

- If acolytes are not available, light all candles beginning with the altar first, then candelabra, and Paschal candle last. Bow before and after lighting candles at the center of the altar.
- Install center railing and kneeling cushion after usher have brought the offering plates to the front of the church and the Pastor ahs received the offering plates from you.
- Walk together to the rear of the church.
- After "Lamb of God" has been sung, one usher in the center aisle will release 10-13 members to go forward, first on the light side (pulpit side), then on the right side (lectern side), as wafers are being distributed on the left side.
- One usher at the front of the pews will direct communicants to the left or to the right.
- The usher in the center aisle will alternate sides for continuous distribution.
- After communion, two ushers will remove the center rail and kneeling cushion.
- If someone is unable to walk up to the communion rail, please direct Pastor to where they are seated so they can be served communion in the pew.

IN CASE OF AN EMERGENCY, PLEASE CALL 911. TRY TO CALL FROM THE TELEPHONE IN THE CHURCH OFFICE, 507-835-9176, SO THAT HELP WILL BE SENT TO OUR CHURCH. HOWEVER, IF YOU USE A CELL PHONE, BE SURE TO TELL THE DISPATCHER TO SEND HELP TO:
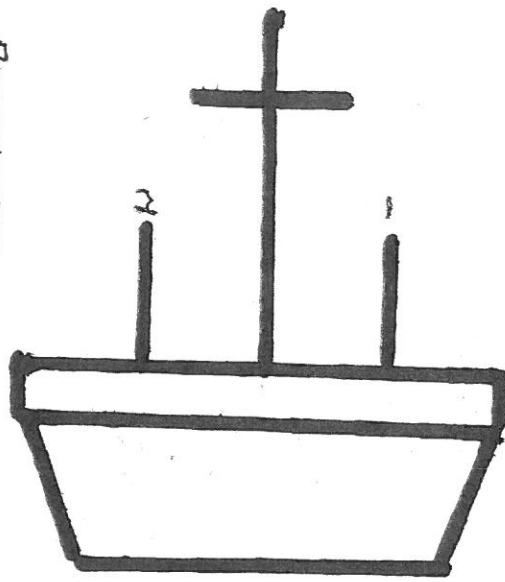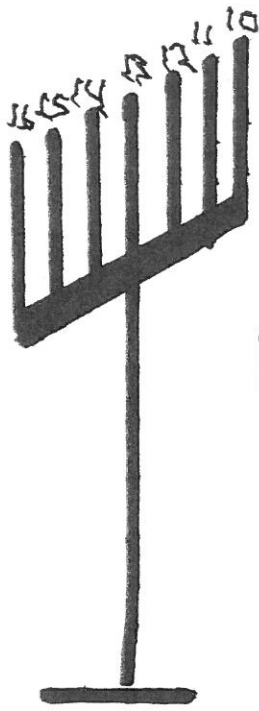
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309 6TH ST NE
WASECA, MN 56093

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If you are unable to usher on a Sunday during the month(s) you are scheduled to serve, **please contact one of the ushers on the list to take your place.**
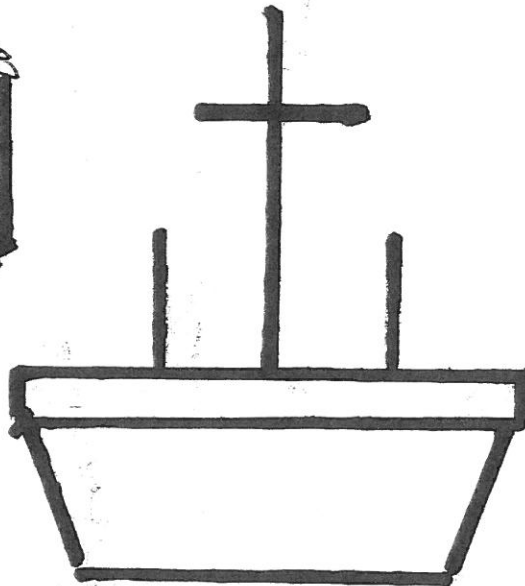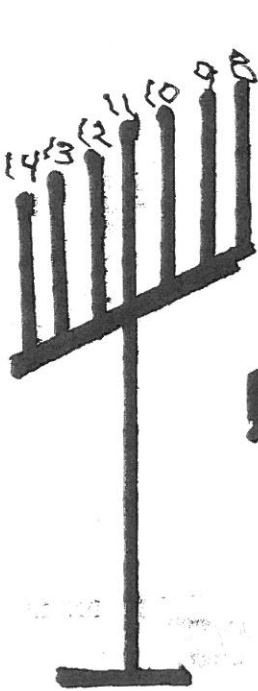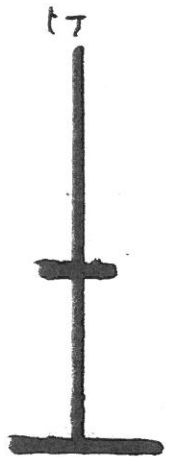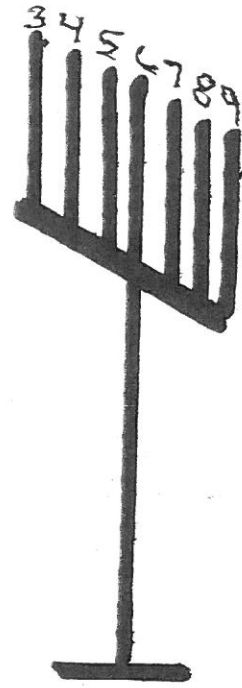
Thank you for service our LORD and our congregation at Christ the King Lutheran Church. If you have questions, please feel free to contact me.

Garry Huckfeldt
Head Usher
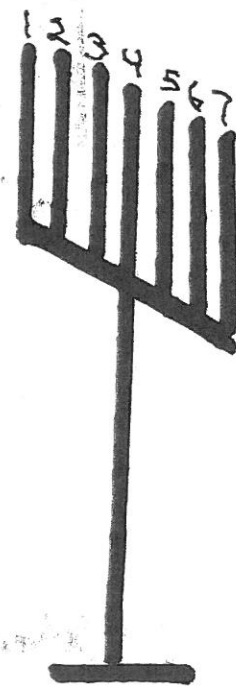Garryhuckfeldt1@gmail.com

Christ the King Lutheran Church Office
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Communion Service

Traditional Service

Extinguish in REVERSE order of lighting