

Usher List for 2009 – 2010 (Please call an alternate if you cannot attend and let Sarah McGinnis know if possible. See list below)

August 2, 9, 16, 23, 30	Fred Caccavale	Aderon Gibbs	Randy Hermann	James Howard
September 6, 13, 20, 27	Bill Banks	Bill Blowe	Kathryn Dabbs	Gary Leser
October 4, 11, 18, 25	Joe Hogue	Becky Lupton	Charles Slagle	Audrey Sulzberger
November 1, 8, 15, 22, 29	Susie Banning	Priscilla Bele	Sarah Leser	Michelle Schuler
December 6, 13, 20, 27	Rick Kerns	Glenda Miller	Al Pearce	Doug Wolff
January 3, 10, 17, 24, 31	Patty Gibbs	Andy Grayson	Mike Moonis	Michael Mulkey
February 7, 14, 21, 28	Fred Caccavale	Aderon Gibbs	Randy Hermann	James Howard
March 7, 14, 21, 28	Bill Banks	Bill Blowe	Jackie Peters	Linda Kerns
April 4, 11, 18, 25	Kathryn Dabbs	Gary Leser	Charles Slagle	Carol Preston
May 2, 9, 16, 23, 30	Susie Banning	Glenda Miller	Michelle Schuler	
June 6, 13, 20, 27	Rick Kerns	Doug Wolff		
July 4, 11, 18, 25	Patty Gibbs	Andy Grayson	Mike Moonis	
August 1, 8, 15, 22, 29	Fred Caccavale	Aderon Gibbs	Randy Hermann	James Howard
September 5, 12, 19, 26	Bill Banks	Bill Blowe	Kathryn Dabbs	Gary Leser
October 3, 10, 17, 24, 31	Joe Hogue	Becky Lupton	Charles Slagle	Audrey Sulzberger
November 7, 14, 21, 28	Susie Banning	Priscilla Bele	Sarah Leser	Michelle Schuler
December 5, 12, 19, 26	Rick Kerns	Glenda Miller	Al Pearce	Doug Wolff

Alternates: Jackie Peters, Jay Taylor, Al and Judi Riutort (if available), Howard Williams
 877-0756 357-7623 595-3689 596-5268

Usher Guidelines 2009-2010

If you cannot be at church on your scheduled date, please find a replacement. The names and phone numbers are at the bottom of the usher list. Then if possible, contact Sarah McGinnis, 595-1313, to let the church office know who will be subbing so the bulletin can be updated. Thanks!!!!

BEFORE THE SERVICE:

- Arrive 15 minutes prior to the service. (10:15 a.m. usually)
- Find your name tag located on the lectern outside the sanctuary doors. If possible, wear a pocket lapel located next to the nametags matching the color of the altar vestments.
- The worship bulletins are on the lectern also.
- Stand inside the sanctuary behind the greeters and as people arrive, please assist anyone needing help with entering or seating. Greet all warmly and offer them a bulletin.

DURING THE SERVICE:

- During prayer, please encourage late-comers to wait until prayer is finished before taking a seat.
- Later than sooner, count the congregation. Don't forget to count yourselves, musicians, nursery volunteers, etc. Write attendance down, and following the service, put it on the office manger's desk (Sarah McGinnis) along with the Friendship Registers' inserts.

TIMING FOR THE OFFERTORY:

- During the last verse of the offertory hymn (or when the pastor starts to approach the front of the altar, in case the hymn is on the overhead screen), walk forward, one usher in each aisle, to take the offering plates from the pastor. The usher closest to the choir will not receive a plate. It will be located on the organ prior to the service and will be collected after the service by the counters. After a brief prayer/announcement, the pastor will hand out the 3 offering plates. Ushers in the middle aisles will have to watch for plates coming from each side and the center section.
- After the collection of the offering, thoroughly check the plates for prayer requests. Place all prayer requests together on the top of one plate.
- Two ushers, using the center aisles, bring the plates forward to the pastor during the offertory response. They will hold the plates, wait for the blessing, then turn around and walk back.

AFTER THE SERVICE:

- Scour the sanctuary for stray bulletins, children's bulletin's, trash, forgotten items, etc.
- Make sure that hymnals and Friendship Registers are right side up with titles facing forward, and that Friendship Registers are located in front of hymnals and Bibles at one end of each pew. **Don't forget to tear out today's page and turn in with attendance info before you leave!**

Thanks so much for your help!!!

Any questions, please call Michelle Schuler at 930-0637 or e-mail me at masonmegan@aol.com

Thanks again.

- ❖ Doris will dim the lights from the choir. No need for us to do this.
- ❖ It is preferred to keep the sanctuary doors open at all times.