

## ***Usher Duties***

### *Before service:*

- Light candles (if there isn't an acolyte)
- Change hymn numbers on the board
- Make sure pews are clean
- Turn on microphones
- Hand out bulletins/greet people

### *During service:*

- **Attendance:** Count the number of people attending church and write the number and date of service on the attendance slip and give it to Sarah Hoffman or place it in the office inbox on the wall by the office door (*attendance slips can be found in the envelope on the back side of this card*)
- Pass the offering plates during the offering
- Guide attendees to the altar for communion  
(*1<sup>st</sup> and 3<sup>rd</sup> Sundays*)

### *After service:*

- Dismiss people by rows, front to back
- Turn off microphones
- Extinguish candles (if there isn't an acolyte)
- Make sure pews are clean
- Make sure all lights are off if you are the last to leave

*Thank you!*