

## USHER DUTIES LIST

[Psalm 84:10](#), *"I would rather be a doorkeeper in the house of my God than dwell in the tents of the wicked."*

- 1. Greet people as they arrive for the service with a smile and handshake**
- 2. Ask newcomers and visitors to sign guest book**
- 3. Hand out bulletins and assist people, and seat if needed**
- 4. Light alter candles during postlude**
- 5. Take a head count and record in Attendance Book (in top drawer of credenza) how many adults and how many children are in attendance**
- 6. Collect offertory**
- 7. Distinguish candles during last hymn**

Ushers stand ready to greet, hand out bulletins and assist anyone in the congregation who might need help, to aid latecomers in finding a seat, and to inform those in the sanctuary of any urgent matters.

Church ushers need to be familiar with where first aid items and fire extinguisher are kept.

When everyone is seated take a head count and record how many adults and how many children are in attendance. (Book is in top drawer of credenza.)

If you are unable to usher on your assigned date, please trade dates with other ushers or contact someone on the following list to usher for you. Please contact someone on the Worship Committee or Pastor Mary Beth if you would like to go over the ushering duties and how to usher. We want everyone to be comfortable with how ushering is done.

Wes and Julie Mathes	515-709-0319	Julie.Mathes@mchsi.com
Clark and Carolyn Douglas	515-795-3485	douglascc@yahoo.com
Jim and Becky Janovick	515-795-3311	jbjano@mchsi.com
Diana Olsen	515-250-5762	gma2nina@gmail.com
Mike Burkhart and Sara Bullock	515-438-2239	mburkhart54@yahoo.com
Milo and Sue Latta	515-795-3064	xxxxxxxxxxxx

