

St. Mark's Lutheran Church  
Usher Information and Instructions

#### Before Worship

- Please arrive 20-30 minutes before worship
- Open windows in Sanctuary
- Station 1 usher in the Commons, near the door to Sanctuary and 1 usher in the Narthex, near the Red Doors
- Make sure the lights in the Narthex are on, and the doors are unlocked. The allen key to unlock the doors is located on the name tag holder to the left of the doors, towards the top.
- Make sure each person has a bulletin and MARKings (weekly insert)
- If needed, light the acolyte's candle lighter as worship starts (8:30- in the Commons, 11:00-in the narthex)
- During the prelude, close the doors into the sanctuary as you find your seat for worship.

#### Attendance

- During the sermon, count how many people are in the Sanctuary and fill out the worship attendance form found on the Narthex usher shelf. Don't forget to include those in the balcony and chancel (up front). 11:00 ushers- place attendance form in the offering plate

#### Offering

- After the congregation shares the peace, the two ushers walk side by side down the center aisle to receive the offering plates from the acolyte. Starting with the front pews, help pass the plates to collect the offering.
- As the Cantor begins to play the offertory, the ushers walk side by side down the center aisle and give the offering plates to the acolyte, and then return to the narthex

#### Communion

- After the invitation to communion, the ushers walk side by side down the center aisle, stopping at the first pew. Once the pastor and communion assistants are in place and ready, ushers direct people to the center aisle.

#### After Worship

- Collect bulletins and place them on a table in the Commons.
- Encourage people to take MARKings home. If not, place MARKings in recycling bin
- Close all windows in Sanctuary
- Check pews to make sure everything is in place for next worship service
- 11:00am only – Collect first page of pew pads and place them in the mailbox outside of the Parish Administrator's office
- Assist staff by locking doors in the Narthex and Welcome Center, and turning off lights throughout the building

Welcome Center – First room you walk into as you enter the building from the parking lot

Commons – Room at the top of the main staircase

Narthex – Room at the back of the sanctuary

Red Doors – Entrance from N. Liberty Street into the Narthex