

# **St. Matthew Lutheran Church**

## **Duties of the Ushers**

**The following is a tentative outline of duties for the ushers:**

- 1. Turn on microphone system and tap each mike to see if it is on.**
- 2. Light the eternal candle. (The red glass one hanging above the lectern).**
- 3. 3. NOTE: The Pascal Candle (the one on the gold stand that is used during Advent) is from Easter Day through the day of Pentecost. It is also lit during Baptisms and Funerals. See attached notes.**
- 4. Put hymn numbers on the hymn board. These are located behind the altar.**
- 5. Greet members and guests by opening the door and handing out bulletins. Ask visitors to sign the guest register. Also, please assist guest in finding a seat if Church has already began and they come in and need help. This is a courtesy. Make them feel welcome.**
- 6. Appoint a bell ringer to ring the bell before and after the service. Please ring the bell 6 to 10 times.**
- 7. Count the attendance and record it in the attendance book located in the narthex.**
- 8. On services with communion, appoint an usher to light and extinguish the communion candles on the altar (unless an acolyte has signed up, which will be listed in the bulletin.)**
- 9. AT THE END OF THE SERVICES DO THE FOLLOWING:**
  - a. Assist with counting the offering following services. (Captain and one more). Only one offering sheet needs to be filled out and put with the money in the deposit bag.**

**When counting, money that is in the envelopes needs to stay in the envelopes. Verify the amount inside the envelope to the amount written on the outside. Once the count is complete, put the deposit in the vault in the office. Be sure the door is locked to the office.**

- b. Extinguish the eternal candle.**
- c. Turn the heating and/ or air conditioning OFF. At 8:30am service the unit in the Church needs to be turned off. At 10:30am service the units in the Church, Sunday school and Parish Hall need to be turned off.**
- d. Take hymn numbers off the board.**
- e. Turn all interior lights OFF.**

**PASCAL CANDLE – Reminds us of Jesus’ victorious presence with us on earth.**

**It is lit from Easter Day through the day of Pentecost, which is the Easter Season, 50 days of rejoicing. It represents a double celebration:**

- a. Jesus’ victory over death and evil and**
- b. Jesus’ presence with us.**

**It is also to be lit during Baptisms and Funerals, because in Baptism we are joined to the death and the resurrection of Jesus. Jesus’ victory becomes our victory.**

**At a funeral it is lit to remind us of our hope for the resurrection of the dead which Jesus won for us by his death and resurrection.**