

USHER DUTIES

PRIOR to the service:

Arrive 30 min. before the service. Make sure Center St. door is unlocked.

Turn on lights (all switches are by the organ)

Podium lights

Aisle lights

Pew lights

Spot lights

Ceiling fans

For evening service or dark days: light in Center St stairwell (middle switch in stairwell)

Greet people as they arrive at both sanctuary entrances and hand out the bulletins.

GIVE VISITORS the BLUE WELCOME bags. Invite them to Snack `n Chat in the lounge after the service. Offer assistance to guests as needed up the stairs or directions to the elevator for their next visit.

Duties DURING the service:

1. Count the number of people present and record on the attendance sheet on the bulletin board in the front entry hallway.
2. Red attendance folders will be at each entry way for congregates to sign as they enter the sanctuary.
3. Offering Boxes have been placed at each entry way. Trustees will collect the envelopes from the offering boxes.

Duties AFTER the service:

**PLEASE REMAIN AT BACK OF THE CHURCH AT END OF SERVICE.
GREET THOSE LEAVING AND INVITE TO COFFEE HOUR.**

1. Extinguish ALL candles.
2. Turn off ALL lights.
3. LOCK the front doors.
4. Collect attendance sheets from the red books and take to the church office.
5. Collect any extra bulletins and take to the church office.

Community Congregational Church Ushers 2022

January: Jim & Julie Lamack 255-2961

2 Paul & Debbie Jirtle
9 Jim & Julie Lamack
16 Chuck & Robin Sivret
23 Dennis & Debby Shimanek
30 Helen Jackson & Pat Vonderharr

February: Dan & Judy Daul 388-2139

6 Dan & Judy Daul
13 Jim Langer & Dave Pederson
20 Clive & Brenda Gasparka
27 Lark Derrig & Lisa Hulien

March: Terry & Sandy Dammen 388-3390

2 **Ash Wednesday**
6 Terry & Sandy Dammen
13 John & Karen Berner
20 Terry & Julie Slack
27 Dennis & Debby Shimanek

April: Dick & Nancy Lamack 388-2329

3 Dick & Nancy Lamack
10 Jim & Julie Lamack **Palm Sunday**
14 **Maundy Thursday**
15 **Good Friday**
17 Bill & Cathy Rohr **Easter**
24 Ray & Mary Harrell

May: Fred & Sherry Brusda 255-1641

1 Fred & Sherry Brusda
8 Judy Oftedahl & Shelly Du Chateau
15 Paul Thoreson & Judy Draeger
22 Mary Murphy & Connie Skarvan
29 Brian & Adam Kuehl

June: Terry & Sandy Dammen 388-3390

5 Bill & Cathy Rohr
12 Sandy & Terry Dammen
19 Dennis Shimanek & Loren Smiley
26 Jim Langer & Lisa Hulien

July: Helen Jackson 920- 255-6090

3 John & Karen Burner
10 Connie Skarvan & Mary Murphy
17 Helen Jackson & Lisa Kuehl
24 Dan & Judy Daul
31 Lisa Hulien

August: Terry & Julie Slack 388-4071

7 Terry & Julie Slack
14 Paul Thoreson & Judy Draeger
21 Lisa Kuehl & Adam Kuehl
28 Lisa Hulien & Shelly DuChateau

Sept.: Dan & Judy Daul 388-2139

4 Chuck & Robin Sivret
11 Theo Andersen & Dave Pederson
18 Helen Jackson & Pat Vonderharr
25 Dan & Judy Daul

October: Lisa Hulien 388-2719

2 Fred and Sherry Brusda
9 Dick & Nancy Lamack
16 Ray & Mary Harrell
23 Terry & Sandy Dammen
30 Marcia Dorner & Jeremy Hrabik

Nov: Dennis & Deb Shimanek 255-3500

6 Dennis & Debby Shimanek
13 Fred & Sherry Brusda
20 Clive & Brenda Gasparka
27 Theo Andersen & Dave Pederson

December: Cathy Rohr 920-660-2561

4 Paul & Debbie Jirtle
11 Brian & Adam Kuehl
18 Dennis & Debby Shimanek
24 The Lamack Family-Christmas Eve
25 Judy O. & Lisa Hulien-Christmas

If you cannot usher please call your chairperson or if you require more help, please call Pat Vonderharr: 920-639-1691.