

Nora Usher List 2021-22

October

Maureen & Wayne Bjerke
Mike Harden

November

Vern & Claudia Cleveland
Dawn & Scott Volden

December

Mardy & Margaret Dosland
Clint & Josie Hayden

January

Doug and Nancy Rensvold
Wayne Ohnstad

February

Kim Haisley
George Brooks
Kristin Behm
Michael & Jennifer Boub

March

Sean & Anita Jalbert
Eric & Rebecca Rensvold

April

Curtis & Shannon Kalash
Ryan & Heather Brauckmuellers

May

Tim & Cheryl Giffey
Curt & Stacie Weible

June 2022 – Pastor & TBD

July 2022 – Pastor & TBD

August 2022 – Pastor & TBD

September 2022 – Pastor & TBD

(For the summer months Pastor will prepare the meal and ask whomever is at church in the morning to serve as usher.)

Usher Duties & Expectations

Along with ushering for the month, we are asking that you do some light cleaning so we can make sure these things are getting done and the church is looking good. Below is the cleaning list and communion setup instructions. If you have questions on these or would like a demonstration, please feel free to reach out to Kim by phone or email (kim.haisley@gmail.com), or stop her at church!

There are multiple people/families assigned to each month so you will want to work with each other to determine who will cover each Sunday in your month. It is your monthly group's responsibility to find a replacement if none of you are able to cover a Sunday in your month. Phone #s have been provided on the schedule should you need to find a replacement.

Weekly Duties

1. Light candles on the altar 10 minutes prior to service start
2. Ring the church bell at the beginning of the service and at the end. Pastor will give you a nod when it is time to ring.
Beginning – after prelude music stops and prior to opening hymn – ring 6 consecutive times
Ending – after the communion prayer and prior to the blessing – 3 rings 3 times
3. Collect offering from the congregation during the Hymn of the Day and bring it to pastor when we begin the singing of *We Give Thee But Thine Own*.
4. Usher people from their pews for communion
5. Count number in attendance and record on sheet (bulletin board in the entrance)
6. Dismiss the congregation row by row after the service

Holy Communion

Each Sunday the meal will need to be set up prior to the service. The chalice and silvery tray (for crackers) are located in the top drawer of the file cabinet in the pastor area. The crackers and wine are located on/in the refrigerator in the kitchen.

Before Service

1. Fill the bread tray (silver flat tray) with 30-40.
2. Fill the chalice ½ full of wine.
3. Place linen covers over the bread tray and cup of wine on the altar

After Service

1. Remove all elements from the altar.
2. If there is still wine in the chalice and crackers left they will need to be poured onto the ground outside, somewhere it will not be walked on like the bushes. *Because we show respect to these sacraments, wine is never poured down the drain and bread tossed.*
3. Clean the cup and tray and return to the top drawer.

Nora Monthly Cleaning List (Twice during the month)

1. Vacuum – Carpet in all areas of the church including rugs
2. Sweep – Bathrooms and Kitchen
3. Mop – Bathrooms and Kitchen
4. Clean and sanitize toilets and faucets
5. Water any real plants
6. Dust – Altar, Piano, window sills, pulpit, family room end table, top of radiators
7. Record the date you cleaned on the sheet attached to the cleaning closet by the back door