**EARLY USHER SCHEDULE**

**OCTOBER 2023 - OCTOBER 2024**

**CAPTAINS ARE IN CHARGE OF USHERS UNDER THEIR NAMES.**

**IF YOU ARE UNABLE TO USHER YOUR ASSIGNED SUNDAY OR SPECIAL SERVICE, PLEASE GET A REPLACEMENT AND LET YOUR CAPTAIN KNOW.**

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| **TEAM 1****KEN BROWN, CAPT.** **BEN HEINRICH** **ANDREW HENRY** **NATHAN HENRY** **OCTOBER 8-----------------****OCTOBER 29-----------------****NOVEMBER 19---------------****DECEMBER 10----------------****DECEMBER 25 (10:45 am)--------****JANUARY 7------------------****JANUARY 28-----------------****FEBRUARY 18----------------****MARCH 10-------------------****MARCH 13 (Special Lent 7 pm)------****MARCH 31 (EASTER 8:30 am)------****APRIL 21--------------------MAY 12---------------------****JUNE 2---------------------****JULY 7 (SUMMER 9 AM) ---------****AUGUST 18 (SUMMER 9 AM)------****SEPTEMBER 15 (SUMMER 9 AM) --****OCTOBER 6------------------** | **TEAM 2****PETER HENRY, CAPT.** **BILL HENRY** **HENRY AGLE****OCTOBER 15-----------------****NOVEMBER 5----------------****NOVEMBER 26---------------****DECEMBER 24 (Christmas Eve 7 pm)--****JANUARY 14-----------------****FEBRUARY 4-----------------****FEBRUARY 25----------------****MARCH 17-------------------****MARCH 20 (Special Lent 7pm)-------****APRIL 7---------------------****APRIL 28--------------------****MAY 19---------------------****JUNE 9 (SUMMER 9 AM) & PICNIC** **JULY 21 (SUMMER 9 AM)-----------****SEPTEMBER 1 (Summer 9 AM)-------****SEPTEMBER 22---------------****OCTOBER 13-----------------** | **TEAM 3** **ELLYN CHARETTE, CAPT** **CHRIS NOBLE** **MAE NOBLE** **BRENDA BELLINA** **OCTOBER 1------------------****OCTOBER 22-----------------****NOVEMBER 12---------------****NOVEMBER 23 (Thanksgiving 10 am)-** **DECEMBER 3-----------------****DECEMBER 31----------------****JANUARY 21-----------------****FEBRUARY 11----------------****FEBRUARY 14 (Ash Wednesday 7 pm)** **MARCH 3--------------------****MARCH 24-------------------****APRIL 14--------------------****MAY 5----------------------****MAY 26---------------------****JUNE 23 (SUMMER 9 AM)----------****AUGUST 4 (SUMMER 9 AM)--------****SEPTEMBER 8----------------****SEPTEMBER 29---------------** |

**PLEASE TRY TO ARRIVE 15 MINUTES BEFORE THE SERVICE BEGINS.**

**THIS SCHEDULE WILL BE POSTED ON OUR WEBSITE:** [**stpaulseden.com**](http://stpaulseden.com)

**LATE USHER SCHEDULE**

**OCTOBER 2023 - OCTOBER 2024**

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| **TEAM 4****JAMIE FRANCISCO, CAPT.****DAN MAYNARD** **JUDY MAYNARD****LACEY KWARTA** **OCTOBER 8------------------****OCTOBER 29-----------------****NOVEMBER 19---------------****DECEMBER 10----------------****DECEMBER 24 (Christmas Eve 11 pm)****JANUARY 7------------------****JANUARY 28-----------------****FEBRUARY 18----------------****FEBRUARY 21 (Special Lent 7 pm)---****MARCH 10-------------------****MARCH 29 (Good Friday Noon)-------** **APRIL 21--------------------****MAY 12---------------------****JUNE 2---------------------****JULY 14 (SUMMER 9 AM)-----------****AUGUST 25 (SUMMER 9 AM)-------****SEPTEMBER 15---------------****OCTOBER 6------------------** | **TEAM 5****JOE WINIECKI, CAPT.** **SCOTT HENDERSON** **BEN SHEPHARD** **ZACHARY EVERTT** **OCTOBER 15-----------------****NOVEMBER 5----------------****NOVEMBER 26---------------****DECEMBER 24 (10:45 AM)----------****JANUARY 14-----------------****FEBRUARY 4-----------------****FEBRUARY 25----------------****FEBRUARY 28 (Special Lent 7 pm)---****MARCH 17-------------------****MARCH 28 (Maundy Thursday 7 PM)****MARCH 31 (EASTER 10:45 am)--** **APRIL 7---------------------****APRIL 28--------------------****MAY 19---------------------****JUNE 16 (Summer 9 AM)---------****JULY 28 (SUMMER 9 AM)----------****SEPTEMBER 22---------------****OCTOBER 13-----------------** | **TEAM 6** **BRIAN FRIEND CAPT.** **PAT DAVIS** **SANDY DAVIS** **OCTOBER 1------------------****OCTOBER 22-----------------****NOVEMBER 12---------------****DECEMBER 3-----------------****DECEMBER 31----------------****JANUARY 21-----------------****FEBRUARY 11----------------****MARCH 3--------------------****MARCH 6 (Special Lent 7 pm)--------****MARCH 24-------------------****MARCH 29 (SPECIAL GOOD FRIDAY 7 PM)** **APRIL 14--------------------****MAY 5----------------------****MAY 26---------------------****JUNE 30--------------------****AUGUST 11 (SUMMER 9 AM)-------****SEPTEMBER 8----------------****SEPTEMBER 29---------------** |

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Usher Responsibilities

* Direct member to bulletins & direct parents to children's bulletins/crayons.
* Ushers should be prepared to light the candles on the altar (if the acolyte is absent or late - light the candles from outside to inside).
* Ring the bell (upstairs) at the opening of service **(3-5 times)**.
* Side doors in the narthex (into church) are to be closed when people enter the Church. Close the center doors asap during cold weather.
* Count attendance (cards in cabinet) & put attendance card in w/ offering plate.
* Offering collection plates are in the coat room. When going up to the altar ushers should “turn out” to start collecting the offering. After collecting the offering (and after Pastor's prayers for the offering) ushers should “turn in” and return to the narthex.
* Ushers are not to talk in the narthex as this is very distracting to the Pastor & members of the congregation. *Ushers are to join the congregation in worship.*
* Communion Services
	+ Put the bench in (when Pastor gives communion to the Elder)
	+ Two ushers - have 8-10 people at each communion table
	+ One usher sits in the first row to assist anyone up/down the altar stairs.
	+ Remove the bench from the altar after communion.
	+ Put communion cards in the Office near the mailboxes.
* End of Service:
	+ Dim lights (Traditional Service Only)
	+ Clean up pews
	+ Straighten Bibles and Hymnals, communion cards, and pencils.
	+ Turn off the lights, and lock doors.
	+ **BE VERY CAREFUL** OPENING/CLOSING WINDOWS - PUSH ONLY ON THE TOP RIM OF WINDOWS WHEN CLOSING THEM - SO WE DO NOT PUSH THE FRAGILE STAINED GLASS OUT OF SHAPE.
* Early service ushers may need to change the hymn #’s for late service.