**EARLY USHER SCHEDULE**

**OCTOBER 2024 - OCTOBER 2025**

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

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

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| **TEAM 1****KEN BROWN, CAPT.** **BEN HEINRICH** **ANDREW HENRY** **NATHAN HENRY** **OCTOBER 27-----------------****NOVEMBER 17---------------****DECEMBER 8-----------------****DECEMBER 29----------------****JANUARY 19-----------------****FEBRUARY 9-----------------****MARCH 2--------------------****MARCH 23-------------------****MARCH 26 (LENT SERVICE 7PM)-----****APRIL 13 (PALM SUNDAY 8:30 AM)---****APRIL 18 (GOOD FRIDAY NOON)****MAY 4----------------------MAY 25---------------------****JUNE 15 (SUMMER 9AM)---------****JULY 27 (SUMMER 9 AM)-----------****SEPTEMBER 7-------------------- SEPTEMBER 28---------------** | **TEAM 2****PETER HENRY, CAPT.** **HENRY AGLE****JACQUELYN AGLE****NOVEMBER 3----------------****NOVEMBER 24---------------****DECEMBER 15----------------****DECEMBER 25 (Christmas 10:45 am)****JANUARY 5------------------****JANUARY 26-----------------****FEBRUARY 16----------------****MARCH 9--------------------****MARCH 30-------------------****APRIL 2 (LENT SERVICE 7PM)--------****APRIL 20 (EASTER 8:30 AM)-------****MAY 11---------------------****JUNE 1---------------------****JUNE 22 (SUMMER 9AM)---------****AUGUST 3 (SUMMER 9 AM)---------SEPTEMBER 14---------------****OCTOBER 5------------------** | **TEAM 3** **ELLYN CHARETTE, CAPT** **CHRIS NOBLE** **MAE NOBLE** **BRENDA BELLINA** **OCTOBER 20-----------------****NOVEMBER 10---------------****DECEMBER 1-----------------****DECEMBER 22----------------****DECEMBER 24 (Christmas Eve 7 pm)--****JANUARY 12----------------****FEBRUARY 2-----------------****FEBRUARY 23----------------****MARCH 16-------------------****APRIL 6---------------------****APRIL 9 (LENT SERVICE 7PM)--------****APRIL 27--------------------****MAY 18---------------------****JUNE 29 (SUMMER 9AM)---------****AUGUST 10 (SUMMER 9 AM)-------- SEPTEMBER 21---------------****OCTOBER 12-----------------** |

**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 2024 - OCTOBER 2025**

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| **TEAM 4****JAMIE FRANCISCO, CAPT.****DAN MAYNARD** **JUDY MAYNARD****LACEY KWARTA** **OCTOBER 27-----------------****NOVEMBER 17---------------****NOVEMBER 28 (Thanksgiving 10 am)-** **DECEMBER 8-----------------****DECEMBER 29---------------- JANUARY 19-----------------****FEBRUARY 9-----------------****MARCH 2--------------------****MARCH 5 (Ash Wednesday 7 pm)------** **MARCH 23-------------------****APRIL 13(PALM SUNDAY 10:45 AM)---****APRIL 17 (MAUNDY THURSDAY 7PM)-****MAY 4----------------------****MAY 25---------------------****JULY 6 (SUMMER 9 AM)------------****AUGUST 17 (SUMMER 9 AM)-------- SEPTEMBER 7--------------------****SEPTEMBER 28---------------** | **TEAM 5****JOE WINIECKI, CAPT.** **BEN SHEPHARD** **NOVEMBER 3----------------****NOVEMBER 24---------------****DECEMBER 15----------------****DECEMBER 24 (Christmas Eve 11 pm)****JANUARY 5-----------------****JANUARY 26-----------------****FEBRUARY 16---------------- MARCH 9--------------------****MARCH 12 (LENT SERVICE 7PM)-----****MARCH 30-------------------****APRIL 18 (GOOD FRIDAY 7PM)-------****APRIL 27--------------------****MAY 11---------------------****JUNE 1---------------------****JULY 13 (SUMMER 9 AM)----------- AUGUST 24 (SUMMER 9 AM)--------****SEPTEMBER 14--------------- OCTOBER 5------------------** | **TEAM 6** **BRIAN FRIEND CAPT.** **PAT DAVIS** **SANDY DAVIS** **OCTOBER 20-----------------****NOVEMBER 10---------------****DECEMBER 1-----------------****DECEMBER 24 (Christmas Eve 10:45 AM)****JANUARY 12----------------****FEBRUARY 2-----------------****FEBRUARY 23----------------****MARCH 16-------------------****MARCH 19 (LENT SERVICE 7PM)-----****APRIL 6---------------------****APRIL 20 (EASTER 10:45 AM)------****MAY 18---------------------****JUNE 8 (SUMMER 9AM)----------****JULY 20 (SUMMER 9 AM)-----------****AUGUST 31 (SUMMER 9 AM)-------- SEPTEMBER 21---------------****OCTOBER 12-----------------** |

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Usher Responsibilities

* Direct members to bulletins
* 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.