

Please arrive at least twenty minutes before the service. Please put on a name tag.

10 – 15 Minutes Before Service,

- Position yourselves such that there is an usher on either side of the center door to the sanctuary. Hand out bulletins and order of service, if requested, as people enter.
- Greet worshipers by name, if possible. Do not be afraid to ask how you can assist someone who looks like they have a question. If you recognize a visitor, introduce yourself and offer them a welcome bag with an information packet on the welcome desk.
- We have one wheelchair accessible seating area which is located on the left side as you enter the sanctuary.
- Point out the Pre-Reader and Reader bulletins with crayons to the parents, the blue bags and the front pew on the right called the Prayground.

During the Service,

- **During the first hymn, bring prayer request sheet forward to Pastor.**
- **Count Attendance:** Please remember to count all worshippers in attendance for each service, including children, Pastors, special speakers, multimedia, singers/musicians, even those in the nursery. Record this total on the attendance form. Please place card on the office counter after the service.
- **Offering:** We will have baskets on pedestals near the entrance. Baskets can be combined and brought to Pastor during the anthem.

For Special Services (Christmas, Easter, Affirmation of Baptism)

- When the sanctuary is getting full, you may need to assist people with finding an open seat. Once full, set additional folding chairs up outside of the sanctuary doors, and keep the doors open during the service. Chairs are located in the Sunday school hallway storage closet (see photo below). Also, please give them song sheets if they are available. Also, please give them the order of service and song sheets, if they are available.

See back for copies of forms and where the chair storage is located.

Thank you for your faithful service to Christus Lutheran Church!

Attendance Form

USHERS

Sunday
Attendance
Count

Date _____

Service # _____

Facebook Online _____

Please fill out and return to
the church office in box.

Thanks For All You Do!

Prayer Request Form

**PRAYER
REQUESTS**

Please **print legibly** so that it
may be clearly and easily read.
Thank you!

Additional chair storage next to the 3rd grade Sunday school room

