

USHER SCHEDULE FOR OCT.-DEC. 2015

| | 04-Oct | 11-Oct | 18-Oct | 25-Oct | 01-Nov | 08-Nov | 15-Nov | 22-Nov | 29-Nov | 06-Dec | 13-Dec | 20-Dec | 27-Dec |
|-----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Wildman, David - Coord. | | | | | | | | | | C | C | C | C |
| Hoskins, Mike - Alt. Coord. | | | | | C/H | C/D | C/H | C/R | C/S | | | | |
| Sykes, Rob - Alt. Coord. | C/P | C/D | C/H | C/R | | | | | | | | | |
| Baumgartner, Dave | | | | | R | S | P | H | D | | | | |
| Blackburn, Robert | H | P | S | D | | | | | | | | | |
| Brown, Charles | D | R | P | S | | | | | | | | | |
| Doughty, Larry | S | X | R | H | | | | | | | | | |
| Evans, Phyllis or Don | X | H | X | X | | | | | | | | | |
| Forstad, Paul | R | S | D | P | | | | | | R | P | S | H |
| Gibbs, Bob | | | | | | | | | | X | X | X | X |
| Haley, John | | | | | | | | | | P | S | H | D |
| Kinder, Linda | | | | | | | | | | D | R | P | S |
| Mohart, Jim | | | | | D | P | R | S | P | | | | |
| Nitsch, Rich | | | | | | | | | | S | H | D | R |
| Nitsch, Susan | | | | | S | H | D | P | R | | | | |
| Searcy, Nancy | | | | | X | X | X | X | X | | | | |
| Tancredi, John | | | | | | | | | | H | D | R | P |
| Tancredi, Johnny | | | | | P | R | S | D | H | | | | |

Notes:

C--Coordinator of Ushers for the month. On or before the Wednesday before the first Sunday of the month that you are the Coordinator, please call the four or five persons that have Prayer assignments to remind them that they have the Offertory Prayer on a specific date. If they have something that has come up whereas they are unable to do that, have the Offertory switch prayer assignment dates with one of the other ushers, and let the Office Manager (Jane) know of the change so she can correct the bulletins. Coordinator to watch main entrance door (door to parking lot) after it is locked all during the service to see if anyone wants in.

D--Usher with responsibilities to lock four outside doors (nursery door, door by church office, door by elevator, and door at bottom of stairs by Multi-Purpose Room) by 11:00 a.m.

P--Usher with Prayer responsibility, to watch screen asterisk to know when to go up front, AND delivery of plates to communion table in front of Sanctuary after offering is taken, when we dedicate the offering. See note on Usher Coordinator above.

R--Usher with responsibility for counting congregation, nursery (2 rooms), and Children's Church (when it occurs), and record on chart in Ushers' Closet.

S--Usher with added responsibility to sit in rear of Sanctuary during worship and assist if any emergency occurs. Phone is near office. If a health emergency occurs, call 911, and try to locate nurses Nancy Baumgartner, Laura Farris, Ryan Haraughty, Ken Simpson, or Ernie Wildman for assistance until 911 arrives.

H--Usher with responsibility to stay and monitor the west Main Doors for security during worship service and to let in late arrivals.

X--Usher will do an offering plate plus help greet at entrance doors to the Sanctuary until the service starts. Usher will also walk to/from the Nursery 2-3 times during services.

One of our jobs as Ushers is to be **very friendly** to both members and visitors. If you don't know the person(s), tell them you don't believe you've met, tell them your name, then ask them for their name(s), and shake hands. Ask them if they were given a green "Visitor Information Packet" about LBC at the front door as they came in. If they were not given one, go down to the main entrance, and get them one. If they are visitors, show them to seats where you think they will be comfortably seated, and if this is before the service, introduce them to someone sitting nearby.

If you will not be able to usher on your scheduled date, please let your monthly usher coordinator know at least ONE WEEK in advance.

Let's remember to close doors to the Sanctuary when worship begins, in order to reduce hallway noise.

Remember to report to your Usher Coordinator for duty at 10:25 a.m.

David, Rob, and Mike