



**Worship & Hospitality
Handbook
&
Schedules**

**2nd Quarter 2009
April—June**

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Shepherd of the Hills Lutheran Church

Our Mission:

Every Person Will Know Jesus

Our Values:

In order to accomplish our mission, we dedicate ourselves to:

- ✚ Celebrate God's presence through word and sacrament.
- ✚ Grow in the faith by seeking the Holy Spirit's guidance.
- ✚ Invite others to share the hospitality of the gospel.
 - ✚ Care for those in need.
 - ✚ Call, Train, and Equip each other.

In addition, we will continually evaluate the effectiveness of our ministries.

Our Worship and Hospitality Handbook

Those members who have been assigned to assist in the following areas will be receiving a copy of this handbook each quarter:

1. Altar Guild
2. Communion Assistants and Presenters
3. Greeters
4. Lectors
5. Ushers
6. Hospitality Bread Baking Schedule
7. Money Counters

The handbook will be available for pick up in the narthex and those not picked up will be mailed. You can help us save postage by remembering to take your copy home with you.

The handbook will be done quarterly so it can best reflect the most up to date information about the availability of the members for service. New members are added regularly to the ministry teams at least quarterly.

Please check your schedule and make a note of your individual assignments. Reminder calls and postcard reminders are sent out by the various teams but it is primarily your responsibility to know when you have been assigned to serve and to locate your own replacement when you have a scheduling conflict.

Your gifts and your time are much appreciated! It takes many people to make our worship service refreshing and inspiring. Please take a little time to read through the descriptions of your volunteer assignment and to reflect on the way your participation reflects the graciousness of our Lord Jesus Christ and the welcome he bestows to all.

If you have any questions or concerns or trouble finding a replacement when one is needed please call! I am here to help you!

For we are One Body yet many Parts!

Pam Mitchell

Shared Ministry Coordinator

pam@sothchurch.com or 952-935-3457 ext 14

Altar Guild

We look ahead to the 2nd quarter of 2009 with our behind the scene service and schedule. As always thank you for your time and talents, with the chancel care and communion preparation at Shepherd of the Hills. Thank you all for your help in making the worship services the successes that they are.

Jesus said, "Do you believe just because I told you I saw you when you were under the fig tree? You will see much greater things than this!" And he said to them, "I am telling you the truth: you will see heaven open and God's angels going up and coming down on the Son of Man." John 1:50-51

The schedule once again includes the procedures of a team of two members being responsible for both chancel care (cleaning the altar and piano) and communion preparation on a rotating schedule. Please give your scheduled team mate a call to set up a time that works for both of you to do the set-up and cleaning by Wednesday of the week you are scheduled. If you are unable to perform your altar guild duties on your scheduled date, please find a replacement and notify Nadine or Karen of your replacement.

When doing chancel care and communion preparation, please check the duties list in the sacristy for complete instructions.

Date	Altar Guild Member	Altar Guild Member
April 5	Lil Tushie 952-941-8869	Judy Grams 952-938-9459
April 9	Karen Schultz 952-936-9786	NA
April 12 Easter	Judy Olsen 952-929-9234	Kathy Wiemer 952-593-3850
April 19	Luanne Mc Nichols 952-931-9502	Geraine Morseth 952-938-3948
April 26	Julie Luers 952-941-5967	Joni Stone 952-944-8837
May 3	Karen Vevele 952-941-3450	Billie Poorman 952-931-9844
May 10	Lisa Walker 952-945-0466/952-988-4098eve	Lori Lilly 952-933-8389
May 17	Elaine Rain 952-836-9128	Jean Wicks 952-938-5484
May 24	Joan McCusker 763-550-0140	Lori Rosendahl 763-540-0229
May 31	Nadine Broholm 952-935-5054	NA
June 7	Marge Bullemer 952-938-5078	Kathy Boucher 952-544-8955
June 14	Lyn Kopperud 952-933-7921	Karen Schultz 952-936-9786
June 21	Lil Tushie 952-941-8869	Billie Poorman 952-931-9844
June 28	Judy Grams 952-938-9459	Kathy Wiemer 952-593-3850

Substitutes:

Caroline Rinker 952-935-1301 Kathy Stitt 952-922-6997 Colleen Rose 952-938-3042

Communion Presenters

The communion Presenters bring forward the gifts of bread and wine during the offering time.

Please sign in on the clipboard inside the ushers cabinet and let the ushers know that you are available to present communion. We have reinstated the sign-in procedure to help determine who will be presenting communion because there are often changes to the schedule that occur after the printing of the bulletin. If you are unable to assist when assigned please attempt to find your own substitute and notify the office of the change prior to Wednesday at 4 p.m. If you need assistance or find the replacements later than Wed. call Pam Mitchell, Shared Ministry Coordinator

As the offering time draws to a close, the Communion Presenters should retrieve the pitcher of wine and plate with the bread from the ushers' cabinet at the back of the sanctuary. The Communion Presenter on the left should carry the bread; the Presenter on the right should carry the wine. We bring these ordinary gifts, labors of our hands, to be blessed that they may be given back to us.

When the pastor and acolyte have received them, together with the offering, you will wait until the pastor indicates that the prayer is finished. You will turn and lead the procession back down the center aisle.

Communion Assistants

Communion Assistants help with the distribution of communion.

Please let the ushers know that you are present to assist with communion, because there are often changes to the schedule that occur after the printing of the bulletin. If you are unable to assist when assigned please attempt to find your own substitute and notify the office of the change prior to Wednesday at 4 p.m. If you need assistance or find the replacements later than Wed. call Pam Mitchell, Shared Ministry Coordinator.

Upon completion of the Offertory, the Communion Assistants should proceed to the hall closet for a robe and belt. Enter the chancel from the south entrance near the sacristy immediately after the Lord's Prayer. Proceed to the chancel platform in front of the altar table and face the Pastor at the altar table. You will be handed a tray of communion glasses. The pastors will distribute the bread, and the Communion Assistants follow with the wine. The Communion Assistants say, "This is the blood of Christ, shed for you." or "This is the true blood of Christ shed for you."

The communion recipient will select the wine or grape juice from the center of the tray. SOTH does not enforce any age restrictions in the receipt of communion it is up to each family to decide for themselves at what age their children may partake in communion. Careful attention should be given to make sure that there is grape juice available in the center of your tray. Please quickly step out of line and replenish the supply from another tray or take a new tray if the juice runs out prior to the wine.

When the congregation has finished communion, the Communion Assistants and pastors will take turns kneeling at the altar rail to be served communion. Following this, the altar area should be cleared by taking all the communion items to the sacristy. After the pastor has given the final communion blessing he or she will bring the remaining communion plate and goblet to you, or may motion for you to take the items from him or her.

Once the altar has been cleared to the sacristy, replace your robe in the hallway cabinet.

Thank you for helping with the service of Holy Communion!

Communion Assistants April---June 2009

Communion Assistants	8:30	8:30	10:45	10:45
April 5 Palm Sunday	No communion	No communion	No communion	No communion
April 9 7 pm Maundy Thursday	Gary Poorman	Billie Poorman	NA	NA
April 12 Easter Sunday	Tom & Diane Sanders	Lori Rosendahl Ed Edmundson	Kathy Stitt Gary Nash	Allan Boucher Kathy Boucher
April 19	Rich Rinker	Caroline Rinker	Rich Shaeffer	Nancy Shaeffer
April 26	Kevin Wicks	Jean Wicks	Rod Morseth	Geraine Morseth
May 3	David Brennan	Karen Vevle	Ross Anderson	Deb Anderson
May 10	Renee Quinn	Bruce Weinrich	Scott Edmundson	Lana Edmundson
May 17	Lee Benson	Adele Benson	Warren Wollenberg	Lynette Kopperud
May 24	Dick Schulze	Carole Schulze	Bruce Nelson	Ellen Levernier
May 31 9:30	Dave Wiemer	Kathy Wiemer	NA	NA
June 7 9:30	Barb Benton	Paul Johnson	NA	NA
June 14 9:30	Tami Eidi	John Owens	NA	NA
June 21 9:30	Tom Sheldon	Jodi Rogness-Sheldon	NA	NA
June 28 9:30	Karen Hofstad Parkhill	Sharon Peterson	NA	N/A

Communion Presenters April---June 2009

Communion Presenters	8:30	8:30	10:45	10:45
April 5 Palm Sunday	No communion	No communion	No communion	No communion
April 9 7 pm Maundy Thursday	Virgil Aarness	Judy Aarness	NA	NA
April 12 Easter Sunday	Preset Intinction	Preset Intinction	Preset Intinction	Preset Intinction
April 19	Dick Brubacher	Mary Brubacher	Bob Helgerud	Peggy Helgerud
April 26	Floyd Ness	Joyce Ness	Paul Florek	Jean Florek
May 3	Diane Van Brocklin	Maxine Diddens	Craig Bennett	Sarah Bennett
May 10	Dorothy Anderson	Lori Rosendahl	Audrey Ford	Quent Weberg
May 17	Ray Meifert	Wendy Meifert	Lorraine Cushman	Lois Jensen
May 24	Shawn Wacholz	Abby Wacholz	Ginny Ralston	Val Thompson
May 31	Floyd Ness	Joyce Ness	NA	NA
June 7	Tom Sanders	Diane Sanders	NA	NA
June 14	Virgil Aarness	Virgil Aarness	NA	NA
June 21	Paul Bohnsack	Sue Bohnsack	NA	NA
June 28	Ginny Gunderson	Ole Gunderson	NA	NA

List of Available Communion Assistants

Name	Phone	8:30	10:45	Special Considerations
Lori Rosendahl	763-540-0229	x		
Val Thompson	952-925-2387	x		
Dick & Mary Brubacher	952-935-2061	x		
Joyce & Floyd Ness	952-938-4894	x		
Carolyn and Rich Rinker	952-935-1301	x		
Paul & Sue Bohnsack	952-891-5677	x		
Betty & Ed Edmundson	952-929-0280	x		
Lyn Kopperud & Warren Wollenberg	952-933-7921	x		
Diane & Tom Sanders	651-681-0113	x		
Diane Vonbrocklin& Maxine Diddens	763-227-2732	x		
Wendy & Ray Meifert	952-938-3046	x		
Paul Johnson	952-929-0249		x	
Dorothy Anderson	952-938-2588	x		
Virgil & Judy Aarness	952-945-0676		x	
Dell & Paul Askegaard	952-922-6254		x	
Bob & Peggy Helgerud	952-938-5702		x	
Allan & Kathy Boucher	952-544-8955		x	
Ole & Ginny Gunderson	952-929-0869		x	
Sarah & Craig Bennett	952-930-0399		x	
Meghan Boucher	952-544-8955		x	
Nadine Broholm	952-935-5054	x	x	
Lorraine Cushman	952-930-1202		x	
Arno & Nancy Damerow	952-935-1821		x	
Lana & Scott Edmundson	952-943-2502		x	
Audrey Ford	952-935-6801		x	
Gary Nash	952-933-7144		x	
Norm & RoseMarie Anderson	952-470-0109	x	x	Temp not avail.
Lois Jensen	952-935-8793		x	
Pam Mitchell & Nicole Mitchell	952-933-2576		x	
Kathy Stitt	952-933-6997		x	
Shawn Wacholz & Abby	952-937-6916		x	
Dave & Kathy Wiemer	952-593-3850		x	
Jean & Paul Florek	952-933-6780		x	
Mary Quain	952-933-4902		x	
Michelle & Jose Quevedo	952-451-0977		x	
Vy Wilson	952-933-1615		x	
Barbara Benton	952-938-8909		x	
Bruce Nelson	952-941-3276		x	
Tom & Jodi Rogness-Sheldon	952-908-0336		x	
Kevin & Jean Wicks	952-938-5485		x	
Deb & Ross Anderson	952-368-2945		x	
Rod & Geraine Morseth	952-938-0286		x	
Ellen Levernier	952-935-7197		x	
Ginny Ralston	520-419-6272	x		Gone Mid Oct-Mid May
Quentin Weberg	952-988-7115		x	

<i>Available Communion Presenters</i>	<i>Phone #</i>	<i>8:30</i>	<i>10:45</i>	<i>Special Considerations</i>
Dick Brubacher	952-936-2061	x		
Bruce & Jan Olseth	952-943-1225		x	Sub only
Ed Edmundson	952-939-0280	x	x	
Lynn Kopperud& Warren Wollenberg	952-933-7921	x		
RoseMarie & Norm Anderson	952-470-0109	x		Temp unavail
Diane & Tom Sanders	651-681-0113	x		
David Brennan	952-966-0800	x		1 st & 3 rd Sundays
Carole & Dick Schulze	952-935-6451	x		
Julie & Eric Showers	952-593-5507		x	
Allan & Kathy Boucher	952-544-8955		x	
Kathy Stitt	952-922-6997		x	
Scott & Lana Edmundson	952-943-2502		x	
Rick & Nancy Shaeffer	763-559-4943		x	
Jim Zamastil	952-935-9173		x	
John Owens	952-932-9839		x	
Dave & Kathy Wiemer	952-593-3850		x	
Wade Wacholz	952-937-6916		x	
Billie & Gary Poorman	952-931-9844		x	Gone Jan-May
Gary Nash	952-933-7144		x	
Rod & Geraine Morseth	952-938-3948		x	
Cindy Biewen	763-545-0644		x	
Pam Mitchell	952-933-2576	x	x	
Sharon Peterson	952-938-3170		x	
Kristen Urbina	952-908-0558		x	
Virgil Aarness	952-945-0676		x	
Tami Eide	952-938-0657		x	Cell phone 952-807-8061
Mary Quain	952-933-4902		x	
Michelle & Jose Quevedo	952-451-0977		x	
Barb Benton	952-938-8909		x	
Bruce Nelson	952-941-3276		x	
Jodi Rogness & Tom Sheldon	952-908-0336		x	
Ross & Deb Anderson	952-368-2945		x	
Kevin & Jean Wicks	952-938-5484	x	x	Will sub at 10:45
Paul Johnson	952-929-0249		x	
Ginny Ralston	952-935-0609	x	x	May-October only
Renee Quinn & Brian Weinreich	952-543-9876	x	x	
Lori Rosendahl	763-540-0229	x		
Lee & Adele Benson	952-303-5852	x	x	
Karen Hofstad Parkhill	952-931-9946		x	
Carolyn & Rich Rinker	952-935-1301	x		
Bob & Peggy Helgerud	952-540-6454	x	X	
Emily & Joel Barker	651-769-4596		x	
Kara & Scott Larson	763-205-2727	x	x	

Greeters

When a person steps into a church for the first time, he or she evaluates the atmosphere. He asks himself: "Will they accept me? Will it be easy to make friends? Will my spiritual and personal needs be met? Will it be easy to find my way around? Will my family like it here?"

The newcomer will quickly come to some conclusions during the first few minutes. First impressions are often lasting impressions. Consequently, the ministry of the greeters is one of the most important things that happen at Shepherd of the Hills! **A Master Greeter loves People.** There is a love to meet people and make them feel important. It is the desire to put a smile on their face; the desire to help them have a good experience they will remember and want to return to. It is the desire to answer their questions, to make them feel comfortable and at home. It comes from a desire to share the love that Jesus has put in their heart. Although a greeter's love should be no stronger than is the love found in the rest of the body of Christ, nevertheless the greeter performs a major role in ensuring that people see and experience that love. In Christ, you have received God's unconditional love, and, in Christ, you are called to extend that same unconditional love to others. The ministry of greeting is perhaps one of the most crucial in the church because it is one of the most visible. It is a ministry vital to the saving work of the church.

Duties of the Greeter

Please arrive at church 35 minutes before the worship service you are assigned. Wear the Greeter nametag and meet with the other assigned greeters to determine door assignments. Staff the south entrance at the office entrance and the north and south narthex entrances. If you are unable to serve on your scheduled date please contact Pam Mitchell, Shared Ministry Coordinator.

1. Contact with newcomers. When you notice unknown guests, introduce yourself first, extend a welcome, and then ask for the visitors' names. While the visitors write in your guest book, call over pastor or usher and introduce them to the visitor. Introduce the visitors to this person who will show them to a seat or help them in finding Sunday school classes, the nursery, etc. It is especially important that you make a note of each visitor and turn this over to the pastor or shared ministry coordinator. This is an important source of new members when properly followed up.

2. Take an interest in people. We depend on the greeters to make Shepherd personal. If you really care about people, they will be able to see it. Some are shy and will want you to preserve their dignity by not being too forward. Others are gregarious and want to be asked questions. Try to sense needs such as those who are confused about the location of children's activities or need access to a rest room, etc. Be as helpful as you can. Invitations to activities. You may have an opportunity to let know they are invited to participate in upcoming events. Keep in mind the Wednesday night program, the meal the adult and children activities.

3. Listen for deeper needs. People come to church burdened with hurts, disappointments and personal crises. As you have opportunity, steer hurting people to those in the church family to whom they can turn for help—the pastor, parish nurse and perhaps the shared ministry coordinator. Use your knowledge to meet people at their points of need.

5. Distribute materials. Your task as a greeter has more to do with relationships than mechanical aspects like handing out materials. At the same time brochures are also important! We also have a special gift—a wrapped loaf of bread that is offered to our visitors.

Thank you for serving as a Greeter!

Greeter Schedule 8:30 Service

Date	Greeter #1	Greeter #2	Greeter #3	Greeter #4
April 5	Elaine Rain	Joan Oyaas	Sophie Desguine	Hazel Brown
April 12	Elaine Rain	Joan Oyaas	Sophie Desguine	Hazel Brown
April 19	Sandy Christensen	Keith Christensen	Bob Helgerud	Peggy Helgerud
April 26	Sandy Christensen	Keith Christensen	Bob Helgerud	Peggy Helgerud
May 3	Maxine Diddens	Diane Van Brocklin	Adele Benson	Lee Benson
May 10	Maxine Diddens	Diane Van Brocklin	Adele Benson	Lee Benson
May 17	Jay Halvorson	Peggy Halvorson	Lyn Kopperud	Warren Wollenberg
May 24	Jay Halvorson	Peggy Halvorson	Lyn Kopperud	Warren Wollenberg

Greeter Schedule 10:45 Service

Date	Greeter #1	Greeter #2	Greeter #3	Greeter #4
April 5	Lisa Larson	Emma Larson	Peter Barrott	Alyssa Barrott
April 12	Lisa Larson	Emma Larson	Peter Barrott	Alyssa Barrott
April 19	Dick Brubacher	Mary Brubacher	Steve Grams	Judy Grams
April 26	Dick Brubacher	Mary Brubacher	Steve Grams	Judy Grams
May 3	Dorothy Bruer	Loraine Cushman	Audrey Ford	Quent Weberg
May 10	Dorothy Bruer	Loraine Cushman	Audrey Ford	Quent Weberg
May 17	Richard Hanson	Emmylou Hanson	Gordon Olson	Julie Olson
May 24	Richard Hanson	Emmylou Hanson	Gordon Olson	Julie Olson

Greeter Schedule One service only 9:30

Date	Greeter #1	Greeter #2	Greeter #3	Greeter #4
May 31	Pam Mitchell	Mike Mitchell	Floyd Ness	Joyce Ness
June 7	Milford Langehough	Norma Langehough	Betty Edmundson	Ed Edmundson
June 14	Milford Langehough	Norma Langehough	Betty Edmundson	Ed Edmundson
June 21	Quent Weberg	Kevin Wicks	Jean Wicks	Gary Nash
June 28	Quent Weberg	Kevin Wicks	Jean Wicks	Gary Nash

Lectors

Date	8:30	10:45
Apr 05	Dawn Jensen	Bruce Nelson
Apr 12	Paul Drangeid	Mitchell Biewen
Apr 19	Madalyn Pearson	Emily Barker
Apr 26	Fred Jensen	Cindy Biewen
May 3	Colleen Rose	Scott Edmundson
May 10	John Perry	Erin Koelsch
May 17	Celeste Gibson	Confirmation TBD
May 24	Sue Bohnsack	Andrew Christensen

Date	9:30
May 31	Jodi Sheldon
June 07	Sheila Stromberg
June 14	Ginny Ralston
June 21	Gary Nash
June 28	Diane Sands

Lectors

The major difference between “reading” and “proclamation” in liturgy involves the degree to which the person proclaiming a Scripture passage is personally involved with the passage.

By that we mean how much lectors are investing who they are, what they believe, and how they understand the passage into their effort to proclaim the message in the passage – in short, the significance the passage has for the lector, as a person of faith, is reflected in the way the lector “proclaims” the passage.

Many people with an interest in being a lector are intimidated by having to get up in front of the congregation to proclaim the Scriptures. When you consciously give yourself over to Jesus and the Holy Spirit to do as they see fit (not as you think is fitting) you realize very quickly that whatever your fears, most often they are self-imposed and have little or nothing to do with your efforts to proclaim the liturgy.

Duties of the Lector

Lectors read the lesson Sunday from the printed page that is provided by the church office. You will receive your reading several days prior to your scheduled date. The office will either send it via email or snail mail depending on your preference. The reading may also be taped to the office door on Sunday.

If you are unable to read on your scheduled date please attempt to find your own substitute and notify the church office by Wednesday at 4 p.m. so the bulletin can reflect the correct reader. If you need assistance finding a substitute or do so after Wednesday please contact Pam Mitchell, Shared Ministry Coordinator for assistance.

Lectors read from the lectern adjacent to the choir at the time designated in the bulletin and conclude the reading with the words, “Here ends the lesson.”

Lectors should be aware of the placement of the microphone and may need to adjust it so that it is possible to speak directly into the mouthpiece.

Thank you for proclaiming the Word of God!

List of Available Lectors

8:30 Service	Phone	10:45 Service	Phone	Notes
Lee Benson	952-303-5852	Emily Barker	651-769-4596	
Sue Bohnsack	952-891-5677	Lee Benson	952-303-5852	
Paul Drangeid	952-934-9318	Barb Benton	952-938-8909	Either service
Celeste Gibson	952-939-6034	Cindy Biewen	763-545-0644	(Sept-May)
Dawn Jensen	952-546-2785	Andrew Christenson	952-935-7771	
Fred Jensen	952-546-2785	Tami Eide	952-807-8061	
Madalyn Pearson	952-935-2208	Scott Edmundson	952-943-2502	
John Perry	952-934-3469	Naomi Gutz	952-912-9774	
Naomi Peterson	952-934-5151	Kara Larson	612-325-3040	
Tom Peterson	952-934-5151	Lisa Larson	952-938-3984	
Colleen Rose	952-938-3042	Ellen Levernier	952-935-7197	
Diane Sanders	651-681-0113	Pam Mitchell	952-933-2576	Either service
Diane Sands	952-941-1860	Gary Nash	952-933-7144	
LaVall Thompson	952-925-2387	Bruce Nelson	952-941-3276	
Warren Wollenberg	952-933-7921	Mary Quain	952-933-4902	
		Ginny Ralston	952-935-0609	(May-Oct15)
		Jodi Sheldon	952-908-0336	
		Eric Showers	952-593-5507	
		Julie Showers	952-593-5507	
		Sheila Stromberg	952-270-5453	
		Wade Wacholz	952-937-6916	
		Dave Wiemer	952-593-3850	
		Kathy Wiemer	952-593-3850	

Money Counter Schedule

Date	Team	Phone Number
April 06	Peterson Wicks Langehough	952-938-3170 952-938-5484 952-996-0630
April 13 Tues	Gullickson Ford Odden Schulz	952-938-1091 952-935-6801 952-540-0474 952-935-5280
April 20	Nesses Iversons	952-938-4894 952-933-7212
April 27	Shjefte Rand Deguisne	952-929-7517 952-931-9151 952-988-7756
May 4	Breitbarth Aarness Edmundsons	952-933-4874 952-945-0676 952-929-0280
May 11	Klug Edmundsons	952-474-6482 952-929-0280
May 18	Nesses Schulz	952-938-4894 952-935-5280
May 26 Tues	Peterson Wicks Deguisne	952-938-3170 952-938-5484 952-988-7756
June 1	Gullickson Ford Odden	952-935-1091 952-935-6801 952-540-0474
June 8	Shjefte Rand Aarness	952-929-7517 952-931-9151 952-945-0676
June 15	Klug Iversons	952-474-6482 952-933-7212
June 22	Breitbarth Pladson Langehough	952-933-4874 952-920-6443 952-996-0630
June 29	Nesses Deguisne	952-938-4894 952-988-7756

Ushers

The ministry of Ushering is a vital part of any church ministry. Ushers represent the church in a very visible way, and help set the tone in preparation for the worship service, as well as assist with the smooth operation within the service. It is your gift of ministry as an usher which helps make God's house ready for those who come to worship, and to establish an atmosphere of reverence. Ushers have a significant role to play in making people feel welcome and eager to return to hear the Word of God.

Even if detailed policies have not yet been worked out for emergency situations, ushers need to be ready at all times to respond as directed when there is a disturbance, illness, or other situation that requires special attention. There is a supply of water and orange juice in the usher cabinet if they are needed to assist a member or visitor that is in need. Also please familiarize yourself with the location of the phone in the narthex which is near the coat racks in case you would need to use it for emergencies. In general cell phones are not reliable inside the church facility.

The Schedule

The usher schedule is prepared by the head ushers; currently this is Matt Lilly and Red Pederson. The schedule is provided in this Worship Handbook which is mailed out quarterly. Additional usher assignments are required during lent, Holy Week and Christmas so please check all provided schedules for your assignments.

Team Captains

Team Captains are responsible for knowing their team's assignments and for having at least 4 or 5 ushers present at their assigned services. The team captains will call the team members prior to their next rotation to determine who is available and to remind them of their service dates. If the team requires more team members the Team Captains will notify the Shared Ministry Coordinator to arrange for new recruits. The Team Captains will train and orient the team members to the usher duties prior to ushering for the first time.

Usher Duties

Ushers should report at least 30 minutes prior to the start of the service.

Please acquaint yourself with your schedule and notify the Usher team captain if you are unable to usher at an assigned time so a replacement can be arranged.

The team captain should make sure all necessary and appropriate candles are available and burning for the worship service. This is especially important for baptisms and when acolytes are not present. The captain should see that six offering plates are in the usher cabinet at the back of the church.

Usher Duties Continued

Team captains will assign aisles and associated responsibilities. Each usher assigned an aisle will need bulletins for the service, as well as a few children's bulletins if available. There are large print bulletins available too.

Ushers will close the back doors of the church 5 minutes before the start of the service. Late comers may be asked to wait with the ushers to be seated during the opening hymn or announcements to avoid disruptions.

The balcony is reserved for choirs and or musicians, sound system operators and if necessary overflow seating.

Usher Tips

Know where the wash-rooms, phones, and nursery are.

Know where and what ministries are going on (Children Ministries, Youth, and Nursery).

Please avoid long conversations.

Have a nice smile.

Make folks feel welcome and wanted.

Give a firm handshake when you welcome.

Ushers need to be alert to worshippers who need assistance, such as an extra hymnal, or opening the door when leaving the church. Remember there is orange juice and water available in the usher cabinet if worshippers require it.

Ushers should do what is possible to discourage disturbances, i.e. noise from the lounge and hall areas and excessive noise from children walking in and out of church.

Additional Usher Responsibilities

Service At each service the captain is responsible for counting and recording the number of people present for worship. Remember to count the choir, loft, and altar areas. The sheet to record the count is located in the usher cabinet.

Offering The team captain will assign positions for receiving the offering. While taking the offering you should face the front of the church and move slowly backward toward the rear of the church keeping abreast of the other ushers if possible. Remember to collect the offering from the choir as well. Please note that in the case of special services the pastor may ask the ushers not to come forward with the offering. The usher captain is responsible for making sure all the elements are brought forward to the altar at the same time the offering is collected. The captain can have two ushers bring the offering forward behind the Communion Presenters for that service. The bread and wine is located in the usher cabinet. The Communion Presenter on the left should carry the

Additional Usher Responsibilities continued

bread and the Communion Presenter on the right should carry the wine pitcher. In the event the Communion Presenters are absent the two additional ushers should present the wine and bread as well as the offering. Ushers should wait for the signal of the pastor before returning to the rear of the church by the center aisle walking behind the communion presenters.

Communion Two ushers are to be positioned in front of the pews, one on each side of the church and are to remain there to give assistance and direction to the communicants. When acolytes are present they will follow the Communion Assistants to collect the empty communion cups. When there are no acolytes at the service the empty cups will be placed on a table in the center aisle. One usher will be assigned the responsibility for removing the empty full trays of glasses. The full trays can be brought to the sacristy.

During communion communicants from one side of the church may be directed to proceed to the other side of the altar rail if space is available and is needed toward the end of the service. The usher's function during communion is not to hurry communion along, but it is rather to aid the communicant in making their presence at the Lord's Supper a meaningful and enjoyable experience.

Post Service After the service be friendly and helpful to worshippers leaving the church. Assist in putting the sanctuary in a neat and orderly state by removing bulletins and replacing hymnals in the pews. Straighten the pew cushions if necessary and remove the Happenings sheets from the offering plate and bring those to the church office. Return ushering materials needed for the next service to the usher cabinet. Check with your team captain regarding your next service date. Tape recordings of both services should be delivered to the church office. Following the 10:45 service or in the summer months the 9:30 service, turn off all lights in the sanctuary and narthex.

The offering should be removed from the offering plats and handled by the head usher as he has been directed to secure it for safety reasons.

Thank you for serving as an usher!

Usher Team Schedule

Date	8:30 Service Team	10:45 Service Team
Wed. April 1 Lent		Julie Luers 952-941-5967 Team Captain
Sun. April 5	Matt Lilly 952-933-8389 Team Captain	Julie Luers 952-941-5967 Team Captain
Thurs. April 9 Maundy Thursday		Eric Crouch 763-521-4048 Team Captain
Fri. April 10 Good Friday		Earl Dresser 952-937-8827 Team Captain
Sun. April 12 Easter	Matt Lilly 952-933-8389 Team Captain	Julie Luers 952-941-5967 Team Captain
Sun. April 19	Rich Rinker 952-935-1301 Team Captain	Dick Olsen 952-929-1026 Team Captain
Sun April 26	Rich Rinker Team Captain	Dick Olsen Team Captain
May 3	Rich Rinker Team Captain	Earl Dresser 952-937-8827 Team Captain
May 10	Rich Rinker Team Captain	Earl Dresser Team Captain
May 17	Red Pederson 952-292-3718 Team Captain	Earl Dresser Team Captain
May 24	Red Pederson Team Captain	Eric Crouch 763-521-4048 Team Captain

Date	9:30 Service Team
Sun. May 31	Eric Crouch 763-521-4048 Team Captain
Sun June 7	Chuck Stone 952-944-8837 Team Captain
Sun June 14	Chuck Stone Team Captain
Sun. June 21	Chuck Stone Team Captain
Sun June 28	Julie Luers 952-941-5967 Team Captain

Usher Team Assignments

8:30 Service Teams

Team 1	Phone Numbers
Rich Rinker Team Captain	952-935-1301
Caroline Rinker	952-935-1301
Scott & Lana Edmundson	952-943-2502
Ed Edmundson	952-929-0280
Dick Brubacher	952-935-2061
Mark Schultz	952-936-9786
Team 2	Phone Numbers
Red Pederson Team Captain	952-292-3718
Keith Christensen	952-935-7771
Lori Rosendahl	952-525-9852
David Brennan	952-996-0800
Barb Benton	952-938-8909
Virgil Aarness(Sub Only)	952-945-0676
Team 3	Phone Numbers
Matt Lilly Team Captain	952-933-8389
Mike Mitchell	952-933-2576
Lee Benson	952-303-5852
Jack & Shirley Vold 9:30 only	952-935-9350
David Fjeseth	952-927-4898

Usher Team Assignments
10:45 Service Teams

Team 1	Phone Numbers
Dick Olsen Team Captain	952-929-1026
Mike Vogel	952-933-2909
Eric Showers	952-593-5507
Doug Larson	952-210-0916
Alyssa Barrott	952-936-0648
Team 2	Phone Numbers
Julie Luers Team Captain	952-941-5967
Al Boucher	952-544-8955
Rick Shaeffer	763-559-4943
Jeff Swart	952-975-0232
Sarah Luers	Sarah.luers@gmail.com
Elton Klug	952-474-6482
Team 3	
Eric Crouch Team Captain	763-521-4048
Carol Ann Carlson	952-930-0867
Jerry Walker	952-945-0446
Mary Quain	952-933-4902
Joni Pladson	952-920-6443

Usher Team Assignments
10:45 Service Continued...

Team 4	Phone Numbers
Chuck Stone Team Captain	952-944-8837
John Stevens	952-233-2126
Kristi Stevens	952-233-2126
Steve Grams	952-938-9459
Team 5	Phone Numbers
Earl Dresser Team Captain	952-937-8827
Lois Jensen	952-935-8793
Lorraine Cushman	952-930-1202
Andrew Wall	952-938-4695
Milford Langehough	952-996-0630

Hospitality Bread Team -2009

January	Nadine Broholm
February	Lois Klug
March	Joni Stone
April	Lil Tushie
May	Jodi Rogness-Sheldon
June	Heidi Kelly
July	Jan Larsen
August	Joan Oyaas
September	Norma Langehough
October	Nancy & Ken French
November	Merle Berkland
December	Jan Olseth

Wrapping: Colleen Rose

Labels: Ann Silrum

You may pick up your bread pans in the downstairs kitchen the Sunday prior to your baking rotation. They are generally stored on top of the microwave or the refrigerator. When you have completed your rotation please return the pans to the same location.