



Olivet Lutheran Church E.L.C.A.

5840 Monroe St. ✘ Sylvania, OH 43560 ✘ 419-882-2077
www.olivetsylvania.org ✘ churchoffice@olivetsylvania.org

January 9, 2023

Greetings Ushers!

You'll find enclosed the 2023 list of teams and the 2023 monthly usher schedule including the schedule for "special services".

Pr. Nathan J. Tuff
Lead Pastor

Pr. Melissa Micham
Associate Pastor

Rebecca Cress
*Director of Children,
Youth and Family
Ministries*

Shannon Walker
*Director of
Operations*

DUTIES

- Arrive 8:30ish, organize what you'll need.
- Communion elements, bulletins and offering basket.
- Light the 2 altar candles unless pastors say otherwise.
- Keep an eye, ear out, for folks using the lift, before and after service, to assist them as needed..
- Greet people as they arrive!
- Offer a bulletin and the communion elements, if requested.
- Pass out attendance pads/book (during the opening hymn).
- After service check pews for debris and collect the pads.
- Tear the sheets out of the pads and place in offering basket..
- Drop the offering envelopes in the office safe and the attendance sheets on Chrisann's desk.
- Turn lights off, NEW EASY ONE BUTTON-on wood cabinet. No longer access breaker box.
- Make sure candles are extinguished.

—There are 4 hearing assisting devices that have been added, they are on the wall desk with the memorial book (opposite the usher wall desk). Please hand out if anyone requests one. They are simple to use, just turn on switch. We would appreciate your care in retrieving any that are given out as the user exits and returning it to the charging station. A sign-in sheet is available.

Once again, Thank You for your gifts of time, hospitality and flexibility.

In His service,
Bob Mens