

GREETERS and USHERS SCHEDULE

September 2007 to January 2008

SUNDAY 8:00 A.M.

Group 3	Sept 2
Group 4	Sept 9
Group 5	Sept 16
Group 6	Sept 23
Group 1	Sept 30
Group 2	Oct 7
Group 3	Oct 14
Group 4	Oct 21
Group 5	Oct 28
Group 6	Nov 4
Group 1	Nov 11
Group 2	Nov 18
Group 3	Nov 22 (9am) (Thanksgiving)
Group 4	Nov 25
Group 5	Dec 2
Group 6	Dec 9
Group 1	Dec 16
Group 2	Dec 23
Group 3	Dec 24 (4:30)
Group 4	Dec 30
Group 5	Jan 6
Group 6	Jan 13
Group 1	Jan 20
Group 2	Jan 27

SUNDAY 10:30 A.M.

Group 2	Sept 2
Group 3	Sept 9
Group 4	Sept 16
Group 5	Sept 23
Group 1	Sept 30
Group 2	Oct 7
Group 3	Oct 14
Group 4	Oct 21
Group 5	Oct 28
Group 1	Nov 4
Group 2	Nov 11
Group 3	Nov 25
Group 4	Dec 2
Group 5	Dec 9
Group 1	Dec 16
Group 2	Dec 23
Group 3	Dec 24 (7pm)
Group 4	Dec 25 (9am)
Group 5	Dec 30
Group 1	Jan 6
Group 2	Jan 13
Group 3	Jan 20
Group 4	Jan 27

WEDNESDAY 7:00 P.M.

Group 3	Sept 5
Group 4	Sept 12
Group 5	Sept 19
Group 1	Sept 26
Group 2	Oct 3
Group 3	Oct 10
Group 4	Oct 17
Group 5	Oct 24
Group 1	Oct 31
Group 2	Nov 7
Group 3	Nov 14
Group 4	Nov 21
	(Thanksgiving Eve)
Group 5	Nov 28
Group 1	Dec 5
Group 2	Dec 12
Group 3	Dec 19
Group 4	Dec 24 (10pm)
Group 5	Dec 31
Group 1	Jan 9
Group 2	Jan 16
Group 3	Jan 23
Group 4	Jan 30

USHER RESPONSIBILITIES

1. Ushers should arrive at church 30 minutes before service.
2. Be properly dressed. The ushers should be dressed uniformly. Either suit & tie or dress slacks & dress or polo shirt. Suit & tie should be worn for special services (Advent, Christmas, Easter, Reformation, etc.)
3. Be sure to wear the usher pin.
4. The lead usher should check with the Elder in charge for any special instructions pertaining to special services, baptisms, installations, recognitions or communion.
5. Greet worshipers warmly.
6. Encourage visitors to sign the care card in the pew and make them feel welcome. If visitors have any specific questions, direct them to the Elder in charge.
7. During the special services when the order of worship is printed in the bulletin, everyone should be given a bulletin, with the exception of small children, they should receive a children's bulletin. Prior to the start of the service, one usher should proceed down each aisle to hand out extra bulletins, balcony also. Don't wait until after the service has begun to do this.
8. Doors should be closed after the bells have rung until offering time.
9. A count of all worshipers should be taken at each service. Record numbers on the attendance sheet located on the right tract area. The lead usher from the Monday service or Wednesday special services should take the completed attendance card and leave it on the church secretary's desk after the service.
10. Once the service has begun, ushers **should not talk or walk around** more than is necessary to do the job. People should not be ushered in during the time of Confession, Prayer, Scripture readings or just prior to processions, once the music has begun.
11. Ushers should take part wholeheartedly in the worship service.
12. Be prepared to handle emergencies. (See emergency procedure and list of St. Martin members who are E.M.T.'s, be aware of where these people are in church.)
13. Distribution of Holy Communion (See procedure in usher room)
14. Only ushers or personnel directly associated with the handling of the offerings should be involved with it. No children should be allowed to handle the offering. **AT LEAST TWO USHERS SHOULD BE PRESENT WHEN THE OFFERING ENVELOPES ARE SORTED.** The lead usher is responsible for opening the safe and seeing to it that the offering is secured back to the safe. **Reminder that ushers DO NOT sort the envelopes.** The collection should be put in a bank bag and then locked in the safe. (See procedure)
15. At the close of the service, the ushers should walk down the aisle during the final chimes so that you are up front by the end of the chimes. (Use your good judgement)
16. When everyone is ushered out, replace the hymnals, gather and organize any bulletins left behind.
17. If **YOU** are unable to serve when scheduled, **YOU** are responsible to find a replacement. If an attempt to find a replacement is made without success, notify your lead usher. Phone numbers are provided for you on the schedule.

Sunday, 8:00 a.m.

GROUP 1

Bob Prellwitz - Lead
Donald Nordwig
Ward Stuebs
Herman Pankow
David Kruzicki
Bob Polzin
Casey Korth
Robert Dittmann

GROUP 3

Mark Pringnitz-Lead
Robert Boettcher
Ken Buchberger
Jack Schoenike
Daroll Mueller
Charles Wruck
Andy Eberhardt

GROUP 5

Larry Wisnefske - Lead
Scott Klotzbuecher
Stanley Miller
Blair Sawall
Robert Seide

GROUP 2

Leroy Jacoby – Lead
Mike Jacoby
Jon Jacoby
Richard Steenbock
Michael Krueger
Michael Drefahl
Joe Gretzinger
Stephen Krueger

GROUP 4

Butch Donaldson - Lead
Ernie Kriewaldt
Michael Mielke
Richard Harke
Robert Krueger

GROUP 6

Rod Moon - Lead
Colin Moon
Steve Riemer
Jacob Riemer

Sunday, 10:30 a.m.

GROUP 1

Willard Sasse
Milton Seehafer
Dave Steenbock
Dan Sigl
Walter Ebert

GROUP 3

Arlyn Pingel
Walley Pingel Jr.
Marlyn Pingel
Rick Pingel
Steve Jepson

GROUP 5

Gerald Wisnefske - Lead
Tom Behnke
Arlo Dumke
Dennis Frazier
Randy Goerlinger

GROUP 2

Dennis Lichtenberg
Mark Behnke
John Artz
Duane Reetz
Jimmy Johnson

GROUP 4

Bert Krueger – Lead
Robert Edwards
Henry Sawall
Roger Kratzke
Marty Krueger
Kelby Kriewaldt

Wednesday Evening, 7:00 p.m.

GROUP 1

Gerald Schroeder - Lead
Fred Marquardt
Bill McGlin

GROUP 2

Norman Pietz - Lead
Steve Conradt
David Boettcher
Pat Boettcher

GROUP 3

Derk Hopp - Lead
Gary Ebert
Randy Finger

GROUP 4

Gerald Krueger - Lead
Orville Noak
Klint Barkow

GROUP 5

Donald Hansen - Lead
Terry Hanson
Robert Schmoll

GREETERS

7:00 p.m. service - Wednesday

Group 1	Janice Schroeder
Group 2	Lucille Pietz
Group 3	
Group 4	
Group 5	

8:00 a.m. service - Sunday

Group 1	Barbara Nordwig, Phyllis Sperberg, Beth Prellwitz
Group 2	Evie Korsmo, Kathy Sasse, Doreen Kruzicki
Group 3	Nancy Mueller, Florence Breed
Group 4	Marie Ferg, Elaine Kriewaldt
Group 5	Mr. and Mrs. Ken Buchberger

Sub for 8:00 only - Donna Krueger

10:30 a.m. service - Sunday

Group 1	Fae Sasse, Doris Ebert
Group 2	Carol Eanone
Group 3	Karen Barkow
Group 4	Mrs. Henry Sawall, Verdell Krueger, Diane Edwards
Group 5	Betty Krueger

Substitutes

Mr. and Mrs. David Boettcher

PLEASE NOTE: All greeters should be at church 25-30 minutes before the service. If you are unable to serve on a designated Sunday, arrange for your own substitute, please.

Move around and mingle throughout the back of church and side doors area near the bathrooms.

Greet all visitors, as well as our members, upon their arrival and again when they leave. If possible, each person should be greeted twice before entering the sanctuary.

Remind visitors to complete a care card.

We will have a register for visitors to sign so it will be easier to spot them.

If you have questions, please contact the church office at 823-6538.