

Instructions for Ushers - 10:45

- Arrive at least 15 minutes before the service.
- Confirm bulletins for the 10:45 service are on the table in the area between the glass walls before we enter church (Narthex). If not, retrieve them from the work room, which is down the hall, first door on the left adjacent to the Administrative Assistant's office. After sanitizing your hands, stand at the doors to the sanctuary to hand out bulletins.
- Walk the sanctuary to confirm the green seating cards are placed properly. Replace them where needed. Assist parishioners in finding distanced seating.
- Close the sanctuary doors after the clergy process to the front.
- Take the count from the back of the church (if possible) during the sermon. Record numbers on the attendance form and colored slip of paper found on the table at the rear of the sanctuary.
- At the beginning of the Doxology (after the offertory), one usher should take the offering plate and colored slip of paper with the count to the waiting clergy at the front. Reverence (bow slightly) after handing them the plate, then return to the rear of the sanctuary by an outside aisle.
- Directing worshipers to communion: Start at the front of the center aisle, alternating left and right rows to assure distancing. The far right and far left sections should make their way through the center pews to the center aisle. Make note of anyone needing communion brought to them and give their names to clergy when you receive communion.
- The choir, musicians, and streaming team receive communion first if they are available. Ushers receive communion last.
- Open the doors at the beginning of the recessional hymn.
- After the service, make sure the counters have retrieved the offering plate from the altar area. If not, place the contents under the treasurer's office door (envelopes can be found in the work room). Also pick up loose bulletins, papers, etc., in the sanctuary. Replace green seating cards that have been moved.
- Put the attendance form on Kathy's desk or under her door. Place used and unused bulletins in the blue recycle bin in the work room.