

USHER INFORMATION

BEFORE THE SERVICE:

1. Be at the church at least half hour before the service. Turn on lights in worship area and entryway if not already done.
2. Wear a name tag (on table with bulletins).
3. Hand out bulletins in the entryway. Children (ages 5-10) can pick up activity bags which are located at the top of the stairs to the left.
4. If a person requests a wheelchair, the wheelchair is located in the closet under the elevator.
5. The first aid kit and the AED are located on the wall by the Sacristy (in the upstairs education hallway).

DURING THE SERVICE:

6. After the minister's welcome and/or announcements, one usher will ring the call to worship. Pulling the larger rope, sound the bell seven (7) times, then pause, then sound the bell three (3) times.
7. Remain in the Narthex or the back pew during the service.
8. **Count attendance and record on the sheet provided with the bulletins. Put the attendance form in the offering plate.**
9. During the offering The balcony passes the plate without an usher, but one usher should go upstairs to retrieve the filled plate.
10. During communion, two ushers are needed. Beginning at the front, wait for the minister's signal, then invite each row to go forward for communion. Ushers receive communion after their side (and balcony). Individuals with difficulty moving may request communion be brought to them in their seat - note who and where and inform the communion ministers after all others have communed.

AFTER THE SERVICE:

11. Neatly replace hymnals in the racks or pews,
pick up bulletins and pick up any trash on the floor or in pews.