

## Ushering

1. Plan on arriving 20 minutes prior to the start of the service.
2. If the bulletins are not on the table, pick up the box of bulletins from the bench on the front porch of the office.
3. Make sure the correct bulletin and Announcement Page is on the table at the entrance to the Sanctuary at both entrances for people to take. Also, on the table will be "Attendance/Contact Tracing Forms" to be filled out by each family/party. There will also be hand sanitizer and masks on the table for those who need it.
4. One person should stand at each entryway into the worship space. Allowing social distancing, greet people as they come in and remind them to social distance when being seated. Please advise people to take a bulletin, announcement page, and attendance sheet. Please ask people to fill out the attendance sheet and drop it in the donation basket (pencils available by the donation basket). You serve as host/hostess for the congregation and it's appropriate to treat everyone as if it is their first time here. Be prepared to direct them to the restrooms if necessary.
5. If people come in with a walker or wheelchair, ask if they would like communion at their seat. People will be advised to let an usher know if they would like this as well. Please let the Asst. Minister or a Communion Helper know this during Communion.
6. Leave all doors open for air circulation.
7. Remember to remain "on duty" throughout the entire service. You should remain in the back of the worship space throughout the service. Continue to watch for latecomers and assist them as necessary.
8. If people are talking loud outside the Sanctuary during service please ask them to keep their voices down or speak elsewhere. With the doors remaining open, voices carry.
9. Count the number of people in attendance (usually count during the readings). Be sure to include children, choir members, musicians, and pastors. Don't forget the balcony! Record the attendance on the bulletin board in the welcome foyer.
10. Make sure the collection basket is set out at the back of the Sanctuary. We will not be passing the collection during service.
11. During communion you will advise people row by row to go up for communion. Please keep a three foot social distance between rows/groups. Alternate sides since there will be a single file row.
12. Point out to the Communion Servers people who need communion brought to them.
13. After the service, make a quick check of the pews to remove any trash, bulletins stuck in hymnals or left on seats, and personal belongings. Lost items can go in lost and found in the welcome foyer.
14. In the event of an emergency the ushers are the first to respond.
15. Fire extinguishers are spread throughout the church.
16. The first aid kit is in the kitchen on top of the refrigerator.
17. The nearest phone to call for assistance is on the North wall of the kitchen.

Thank you for ushering. You will be one of the first encounters that folks have when they come into our community. Thank you for this ministry of sacred hospitality.