

## Usher Duties

### Before and During the Service

- Please arrive **20-30 minutes prior** to the service.
- Prior to the service, **please be sure that both glass slider doors are unlocked and that the kitchen hallway door and overpass are closed**, as well as the Bathroom Hallway door into the sanctuary. There are **grey metal chairs placed on the back deck** for parishioners who do not feel comfortable in the sanctuary without a mask or with others who are not wearing masks. **Please alert the priest or deacon to anyone who is unable to come forward to communion, or if any parishioners are seated on the back deck so that they can be given communion.**
- Have a seat on the very back row of chairs against the back wall and windows of the church, **being sure to keep an eye out for any parishioners arriving late and quietly escort them to an open seat.**
- During the service, please take count of the TOTAL of all in attendance - including **parishioners, guests, volunteers, nursery and church staff, Lay Eucharistic Ministers, children, and clergy.** There are **two blue slips** of paper that can be found on the small, wooden table attached to the back wall of the church between the windows. **Please record the attendance on these sheets and bring it to the altar when you bring the Elements Forward.**
- **At the exchange of The Peace, please stand at the back of the church, ready with the elements and the attendance slip, for when the priest announces the Offertory and raises their hands.** At this time, please bring the elements forward to the altar, hand them to the Lay Eucharistic Ministers and accept the offering plates. Each usher will take one side of the sanctuary and allow the parishioners to pass the plate, helping whenever needed. **After reaching the back of the church and collecting all tithes, please bring the offering plates back to the altar** where the deacon or a Lay Eucharistic Minister will take them from you.
- **After The Lord's Prayer** has been read, **stand ready at the back of the church and wait** for the priest, deacon and the Lay Eucharistic Ministers to get ready to distribute communion. At that time, **walk down the center isle to help guide the first row of parishioners to the altar rail.** Parishioners are welcome to stand or kneel as they receive communion, please try to keep the altar as full as possible.

### After the Service

- **At the dismissal, please open both sets of double doors at the church entrance to help with the flow of parishioners.**
- **Please collect any bulletins and other trash left in the church to be disposed of or recycled in the kitchen.**
- **(10:30)** Make sure sliding glass doors at the front of the church **are locked** after the service, as well as the main church doors, being sure that they are locked with both the hex key on the inside of the door bars, and the outside front door lock with the regular key. These can be found within the right hand, upper level cabinet in the Narthex.
- **(10:30)** Turn off all bathroom lights and lock hallway door to the outside in the Nursery & Bathroom Hallway.
- **(10:30)** Hook chains for entrances to additional parking lots across the street.
- **(10:30)** Make sure the Double Doors to the outside deck near the kitchen and Flower Guild Room are locked and secured.
- **(10:30)** Turn off all lights and ceiling fans inside the church, the switches are located in the narthex and on the right-hand side of the sanctuary.