

Dear St. Peter the Fisherman Ushers and Greeter Teams,

The parishioners of St. Peters and Father Jim greatly appreciate the assistance the Usher and Greeter Teams provides our church. It is a wonderful ministry to participate in and a ministry that we could not do without.

Please take time to read the NEW USHERS CHECKLIST for the 8:30 and 10:30 am services, and use this checklist to make sure all duties are completed each time you usher. A checklist will be hung in the cabinet in the narthex of the church entrance for you to use as a reference. Many of these duties will be taken care of before the 8:30am service by Dana Brown, the Church Sexton.

8:30 Am Ushers

1. Make sure all doors are unlocked
2. Make sure all inside lights are turned on, and ceiling fans on if necessary
3. Unlock entrances to lower parking
4. Put out signs for additional handicap parking from closet behind organ
5. After service collect bulletins and any other trash left in church
6. Make sure the Hymnal and Book of Common Prayer are turned so book bindings face the altar
7. Hang up the name tag board on entrance wall of the church

10:30 Am Ushers

1. Make sure sliding glass doors in front of church are locked
2. Turn off all inside lights and ceiling fans
3. Make sure church front door is locked with both hex key on the inside of door bars and the outside door locked with the regular key

4. Hang up the name tag board on inside nursery hallway
5. Turn off all bathroom lights and lock hallway door to the outside
6. Bring in handicap signs and put in closet behind the organ
7. Collect Bulletins and other trash from inside of church
8. Make sure Hymnal Book of Common Prayer are turned so book bindings face the altar
9. Lock gates in the lower parking lot and parking gates across the street