

NOTES FOR USHERS (WEAR AN USHER NAMETAG)

Please arrive 30 minutes before the worship. Unlock entrance doors on Saturday night. Art Bolen will unlock the doors on Sunday morning. At the **south doors:** the handicapped door and the one next to it are on timers. (DO NOT UNLOCK OR LOCK THEM). The other two doors need to be unlocked (Allen wrench). Badger St. (turn-knob) and Dairy Queen-side doors (Allen wrench) need to be unlocked.

Turn on all lights in Connection Room and Koinonia Room. See diagram in Serv. Qtrs.

Check with the pastors to see if there are special notes for that service.

Communion: There are specific directions for Saturday night and for Sunday for distributing communion. Diagrams are on the bulletin board in the Servant's Qtrs.

Hand out announcements. Have an usher at each entrance to the sanctuary with bulletins. Bulletins can be recycled for the next service.

Assist those in need of assistance to their pews: the elderly, people with walkers, moms with babies, and any others.

Find seating for people. Designate someone to watch pews from the front and assist in finding people empty seats. Ask people to move into the center of the pew. This will help to make late-comers more comfortable and welcome.

Remain in the sanctuary by the doors when the service starts; if possible sit in the chairs (reserved signs) provided along the wall.

Keep both sets of doors open for the first 15 minutes of the service.

Keep one set of doors open for the entire service. During the summer, the doors can be closed if there is too much distraction from the Koinonia room.

Remember, smile and be readily available.

Count the attendance & record on attendance sheet in the Servants' Quarters.

Collection plates are in the Servants' Quarters. Two ushers take money up front during the PRESENTATION; there will be a **dove** (either white or black) on the screen to indicate when this is.

Offering: ELDERS will take care of the offerings and the depositing of them. This is a measure to assure safety and ease volunteers' comfort in handling of money. Thank you.

Clean out pews after each service.

After 10:30 service:

Tear out all Friendship Register sheets / place them on the bulletin cart in the Servants' Quarters. **Turn off all lights.**

Lock the entrance doors including Badger St. & Dairy Queen side. Badger St. doors need to be locked after the 6:00 p.m. service starts.

PLEASE ATTEND AN USHER MEETING IF YOU HAVE NOT ALREADY DONE SO.