

BULLETPPOINT NOTES FOR USHERS

- **Arrive 30 minutes before the worship.** (Wear a nametag).
- **Double-check with elders that the entrance doors have been unlocked.**
 - If needed, at the **main doors: DO NOT UNLOCK OR LOCK the handicapped door or the one next to it as they are on timers.** The other two doors on the right (standing inside, facing out) need to be unlocked with the Allen wrench. The Badger St. (turn-knob) and Dairy Queen-side doors (Allen wrench) need to be unlocked as well.
- **Turn on all lights** in Connection Room & Koinonia Room. See diagram in S.S. Qtrs.
- **Hand out worship bulletins and children's bulletins** at the entrance to sanctuary **and help worshippers to find a seat.**
- **Count the attendance** and record on sheet in Sanctuary Stewards Quarters.
- **Collection plates are in the Servant's Quarters.** Two ushers take money up front during the PRESENTATION song.
 - **The elders will take care of all offerings. The elders are responsible for all money handling.**
- **Communion:** Set out tables with **wastebaskets** right after bringing the offering forward. During communion, **dismiss rows** according to diagrams in S. S. Quarters. Let pastor know if anyone needs communion served at their seat.
- **Clean out pews after each service.**
- **Tear out all Friendship Register sheets after 10:30 (9:30) service.** Place them on the bulletin cart in the Servants' Quarters.
- **Turn off lights in sanctuary.** Lights in Koinonia room are on timers.
- **Double-check that all entrance doors are locked** after Saturday night and Sunday after late service, including the main, Badger St. & Dairy Queen side entrances. **Reminder:** At the main entrance, only lock/unlock the two doors farthest to the right. DO NOT DO ANYTHING TO LOCK/UNLOCK the handicapped door or the one next to it. Doing so will make the automated lock unusable.

We thank you for sharing your time with the congregation.