

## Ushering Duties

- † Arrive at church and be in position for ushering (20) **twenty minutes before the start** of service.
- † Please light the candles on the altar before the people arrive.
- † There will be a brief inquiry of Covid related questions – “How are you feeling” and “Have you been in contact with anyone with Covid”
- † One usher will be stationed at this time. If a second is needed, we will add another person.
- † Use ID badges so you can be identified as an usher/greeter.
- † Maintain a friendly and courteous attitude in greeting each person who comes to your location.
- † Once the service has begun, take attendance, counting each parishioner, the organist, choir, and the children. Record the attendance figures on the Log Sheet (located in Usher’s Closet).
- † Be quiet and unobtrusive in carrying out your duties as an usher.
- † Be attentive to worshipers’ needs during worship.
- † Be ready to assist anyone becoming ill during the service.
- † Be alert to emergencies or crises and be prepared to deal with them. Know where the phones are located and how to dial for emergency help.
- † Know the location of fire extinguishers and wheelchair.
- † After the service, walk through the pews and reposition any hymnals or bibles out of place. Collect any wastepaper. Take lost items to the church office and collect bulletins for reuse.
- † Check pew holders (located in the Usher’s Closet) and refill if necessary.
- † Clean up the pews after each service.

- † Take the offering plate into the office for counting.
- † If you are unable to present when you are scheduled to serve, YOU are responsible for making your own substitute arrangements
- † Ushering schedules will be posted in the Eagle, Sunday announcements, and emailed monthly. If you make changes to the schedule, please let the office know so they can update their records.