

## **Before Worship**

**Opening the Church** – The Lead Usher for each weekend service is to open the church 30 minutes before the start of worship so that the Altar Guild and other workers can begin preparations for the service. Both the red doors and the doors to the ramp should be unlocked. (Unless Scott is already in the building with the worship team.)

### **Turning on Lights**

- Narthex light switches are located at the Red Doors, near the family restroom in the Narthex, and at the Ramp doors.
- Sanctuary lights are located inside the glass doors to the sanctuary near the Ushers room.
- The two Eternal Flame Candles need to be turned on using the remote in the Pastor's Sacristy.

**Temperature Control** – Please refrain from making any adjustments to this thermostat. Controlling the temperature in the sanctuary and narthex is difficult. Making adjustments to the thermostat in the chancel takes 2-3 hours to really take effect. Use the ceiling fans for additional temperature control if needed. Remember to turn them off at the end of service.

**Ceiling fans** – The controls are at the bottom of the stairs leading to the balcony in the coat cloak room. Remember to turn them off at the end of service.

**In Usher Room:** 1. Check for special instructions and to review the order of service.  
2. Locate and wear your nametag.

**Altar Candles:** If Acolytes are not scheduled, Ushers will light the 2 Candles on the Altar and the 6 Candles next to the Altar.

**Assist the elderly and disabled** – Help them to get into the sanctuary if necessary, find appropriate seating, with permission stow away walkers and let the Pastor know about communion needs.

**Seating guests** – For special events like baptisms, confirmation, etc. when there is reserved seating for family and friends, please escort guests down the side aisles to the front reserved area so they may join their group. The center aisle seating is occupied by those being recognized during that service so they can exit and enter easily.

Pass out special handouts (if needed)

## **During Worship**

**Red Doors** - If an usher is 'watching' the red doors, there is no need to lock the red doors. If no usher is available, please lock the red doors 15 minutes after the start of the worship service. The Ramp doors do not need to be locked.

**Safety Walk** – After Confession and before the Sermon walk to check the east parking lot, and the Emma Stowe, Nursery and Sacristy areas to ensure people off the street haven't wandered in unsupervised.

**Attendance** – The ushers are responsible for counting how many are in attendance, as well as how many attended Communion. These numbers are to be written in the logbook in the Usher room.

**Offering** – *Stay tuned and watch for an update.*

**Continuous Communion** – One (1) usher may release pews at the appropriate time to keep a continuous flow.

**Table by Table Communion** – Use two (2) ushers to release people front to back, pew by pew. Ushers manage the flow of communicants for each side by releasing a maximum of 12 persons at a time to keep the flow going. At the end of communion, the ushers remain at the front until pastor puts the communion veil over the communion vessels.

Notify Pastor if some are unable to go to the communion rail.

### **After Worship**

**Offering** – Two ushers should together take the offering money and lock it in the safe in the Altar Sacristy.

**Cleaning pews after worship in between services** – Ushers to pick up loose papers, odd items and ensure Bibles are in the right places.

**Locking Up and Setting the Alarm** - The Lead Usher for each weekend service is responsible for locking the building after worship. Please note that there is often a 'Bible Study' or a meeting occurring after worship so doors should be locked for safety reasons. Please walk through the church main floor and basement and check that all lights are turned off, check restrooms, check in with the host of the meeting/event to let them know you're leaving and doors are locked. Ensure that someone can set the alarm after the meeting/event is finished.

### **Always**

Be aware of the location of the AED device, other first aid items, the nursery, and exits.

Know how to use the Chair Lift and assist as needed.

Be aware of people who may come in off the street and loiter. Be welcoming, but be vigilant as well.