

Instructions for Ushers

BEFORE WORSHIP (NOTE: THESE INSTRUCTIONS, ALONG WITH A COMMUNION TABLE DIAGRAM, ARE TAPED TO THE INSIDE OF THE CABINET DOORS ON THE UPPER RIGHT SIDE IN THE 2ND HALL KITCHENETTE.)

- **Arrive by 8:30**
- **Set-up Communion**
 - Communion Ware is stored in cabinet to the right as you enter Second Hall kitchenette
 - Plates and napkins for bread are stored in far right drawer
 - Bread will be on counter in kitchenette (2 loaves)
 - There will be one small loaf/roll of gluten free bread
 - Juice will be in cabinet near communion ware
 - Break one loaf of bread in half and wrap each end in cloth napkin- place on plate
 - Place one whole loaf of bread on plate with 2 napkins nearby
 - Place Gluten free bread on the smallest plate
 - Put one cup worth of juice in the pitcher.
 - Fill 4 cups and put 5th (empty) cup near pitcher. Place different looking cup by Gluten-free loaf.
 - See diagram for table set-up
 - Baptismal font is usually in place. It should be 1-2 feet in front of the center of the communion table. Fill 1 of the pitchers under the sink with warm water and pour into font. Partially fill it again and place it on the table.
- **Set-out Sign-in Clip Boards**
 - Clip boards should have sign-in sheets with pen/pencil on them
 - Clip boards are usually on the floor near the doors in a wicker cube, but if not look in the 9:00 closet (far right)
 - Place one on centermost end of each row
- **Light candle on Communion Table**
 - Matches and lighter are kept with communion ware or in A/V console
 - If the candle is burned down too far there are extra tea lights in the 9:00 closet that can be placed inside the large candle
- **Check for children's clipboards**
 - They are usually found in a wicker cube on the floor by the doors. If not, they may be stored in the closet
 - Set cube with clipboards out by doors
- **Give each usher an usher badge.**
 - Badges are located on a black magnetic strip next to double doors.

DURING WORSHIP

- Hand-out bulletins (should be sitting on the small table just inside the door to Second Hall)
- Hand-out children's clipboards
- Help people find seats
- Be prepared to set up extra chairs (stored next to the A/V console in the corner)
- Take a headcount for attendance and write on slip of paper provided (on clipboard in basket with sign-in clipboards)

AFTER WORSHIP

- Pick up sign-in clipboards and return to basket near doors
- Take used sign-in sheets to church office (front desk) as soon as possible after the service.
- Take communion ware and supplies to kitchenette in Second Hall
- Put offering and headcount paper in blue vinyl money bag and drop in the slot for the safe. The money bag should be on small table by the door or under it. The 'slot' to the safe is located on the hallway wall/outside wall of church office workroom, to the right of the main door to church office...which is also across from staff breakroom)
- Return all Usher Badges to black magnetic strip next to double doors

Nine O'clock Worship Communion/Font Set-up

