

## Usher Duties – CITP

### Upon arrival:

- Pour one cup WARM water into baptismal font.
- Check that offering baskets are in place on back table
- Pull the four reserved signs out of the chair pockets in the “indented rows” and place in seat. These rows have one missing chair on aisle to accommodate wheelchairs, walkers, etc. If the reserved signs are not in the chair pockets there are extra in the credenza in the narthex.
- Make sure large print hymnals, Bibles and bulletins are on the back table with laminate sign.
- Light chancel candles (10 min prior to service)
- Make sure Communion pitcher, plate and chalice are on the Communion table
- Make sure recording pc in sanctuary closet is ON, if not, find Mary Donna Pond, Bob Warren, Jeff Morehouse, Al Schalk, or Jeremy Nabors
- Wear name tags
- Pass out bulletins
- Put out extra chairs as needed.
- Open narthex doors 15 minutes before service at conclusion of choir practice
- Pull out coloring bags for the children and put on the round table in the Narthex. They are in the credenza in the Narthex.
- Pull out hearing loops and instructions and put on the credenza. They are in the credenza

### During Service:

- Once the service starts, make sure volume is up on the speaker in the Narthex so the service can be heard by anyone sitting there
- One usher should remain in the Narthex during the whole worship service for safety
- Close narthex doors at beginning of service.
- Note empty chairs and personally seat late-arrivals
- One usher should stand in narthex to greet latecomers and one stand just inside the sanctuary to seat latecomers until all have arrived. Two ushers should remain seated in the back during service to assist with any special needs/emergencies.
- Take up offering.
- *Meet in back of church during hymn prior to offering. Liturgist will speak about sharing gifts. After pianist BEGINS playing offertory music, process up the aisles. Four baskets are consolidated into two, pull the concerns and celebrations card out of the basket and hand them separately to the pastor when you hand them the baskets. and two folks process back up when pianist begins playing the Doxology and hands the baskets to the Liturgist.*
- Attendance count during service – Lead Usher email count to Nana or leave on her desk.
- If it gets warm in the Sanctuary during the spring and fall months you may need to open the windows for cross ventilation, opening the doors helps considerably also, but be careful about the outside noise that might bring in.

### After service:

- Open narthex doors and outside doors weather permitting, during last hymn
- Clean out chairs, replace hymnals, place used bulletins into recycling baskets. Pull fellowship register sheets for the day and put them on Nana’s desk. Make sure the reserved signs in the indented rows find their way back into the chair pockets.
- Put Hearing Loop equipment back
- Snuff candles
- Empty water from font, please do not pick up font, use pitchers, paper cups, turkey baster and paper towels to remove the water to avoid scratching it.
- Put coloring bags back in credenza, there are separate boxes for used and unused bags.
- Make sure any windows that have been opened are closed so the security alarm can be engaged