

## USHER DUTIES

The Diaconate Board would like to thank you for your service.

1. Try to be at the church between 8 and 8:15 am to greet arrivals and unlock the doors. An usher should be at each entrance.
2. Turn on the sound system located in the library. There is a single ON/OFF switch located on the wall. Be sure to turn OFF after worship service.
3. Turn on the Cross and the choir lights. (The switches are located in the Choir Loft).
4. Check the thermostat in the winter. It is located on the wall in the narthex. In the summer, open the windows if needed.
5. The light switches for the sanctuary are in the box by the East door. Turn on the lights (switches are marked) except the lights above the balcony, these lights only get turned on for Christmas Eve service. The ceiling fans stay on indefinitely.
6. Use the counters to record all adults and children in attendance remembering to count the choir members. Record the attendance in the notebook found in the drawer of the small table in the narthex by the door to the sanctuary.
7. Light the candles on the altar anytime before service begins.
8. Ring the bell with the rope in the east entrance at the beginning of the service before the “Welcome and Announcements”.
9. Be aware of available seating and offer assistance to late comers.
10. After taking up the offering wait at the back of the Church until the Doxology begins, then bring the offering up and place on the altar and return to your seats for the Prayer of Dedication.
11. During the final hymn, approach the altar and light your candle lighter from the burning candles before you extinguish the candles and return through the church with the lighter lit. After service pick up any bulletins left in the pews, turn off the lights, cross and sound system.
12. MAKE SURE ALL DOORS ARE LOCKED WHEN YOU LEAVE.

**All ushers be aware of Emergency Procedures in elevators and children’s use of it.**