

Ushering Timeline

30 minutes before service

- Open doors to sanctuary
- Turn lights on in sanctuary
- Add inserts to bulletins
- Find name tags
- Find count slip
- Find collection envelope
- Unlock door by elevator
- Place bulletins by door by elevator
- Greet and pass out bulletins

15 minutes before service

- Open front doors
- Greet and pass out bulletins

Beginning of service (when chime is rung)

- Close front doors
- Close sanctuary doors
- Close door by elevator
- Ushers become seated
- 2 ushers remain in narthex

Lessons

- Count attendance (members, choir, organist, pastor, reader, ushers)

After creed

- Open sanctuary doors
- Ushers come to narthex for collection

Offertory Anthem

- Collection; begin at first note of anthem

Presentation Hymn

- Presentation of bread, wine, cup; wait for singing

After Service

- Open front doors
- Collection to counters; 2 unrelated adults
- Collect friendship registry pages; take to office
- Collect communion cups
- Usher tags away