

First Presbyterian Church Usher Chair Duties—2022

Thanks so much for your leadership as Usher Chair for the month!

- Please unlock the 3 Narthex doors, and the elevator back doors at the awning (Brown St.) between 9:00-9:30AM. A key may be obtained from Church Secretary ahead of the time if needed. Turn on heaters/AC units in Hallway leading to the Sanctuary.
- Please ask 3 additional persons to help you usher each Sunday morning—a total of 4 ushers needed. Names of volunteers and phone numbers can and should be selected from those folks who have volunteered when submitting their time and talents inventory during Stewardship season. All current elders have received this list from Peni. Please be in the Narthex by 9:30 AM with name tag on to enthusiastically greet and hand out bulletins. Please assign the duties amongst the ushers. One usher should be downstairs at the back doors to assist mobility challenged members out of vehicles and to take the elevator. Also, the ushers at the front doors should be prepared to assist members needing the stairway lift. Another usher should be at the side door of the Narthex/elevator hallway handing out bulletins, assisting, and greeting. Please give one usher the responsibility for completing the checklist located in the chest in the Narthex.
- According to COVID19 Health and Safety Guidelines and recommendations approved by our session, masks may be mandated for indoor worship services. This precaution may be subject to change depending upon current numbers of new cases. Make sure you know what this mandate is. Extra face masks are available in the Narthex. Masks are encouraged to be worn by those unvaccinated for COVID19. Attendees should be encouraged to use the hand sanitizer upon entrance. Social distancing should be encouraged as well as no physical touching such as hugs or handshakes.
- After the service starts, lock all exterior doors starting at 11:15 AM. The keys and T-bar are in the chest in the Narthex. The T-bar key is used to lock all doors.
- When locking doors, remember to turn off all lights in the classrooms and bathrooms. (Do not turn off lights in the hallway of the nursery wing.)
- During the service, please count the number of attendees present (including those in nursery). Write the number of attendees on the lockup checklist and sign the checklist.

- At the end of the service, turn off lamps and sanctuary lights. Cover pianos with sheets. Lock the front doors to sanctuary with the T-bar. Turn off 4 heaters/AC units in hallways up and downstairs.
- At the end of the service, please collect the sheets from the friendship register on the ends of the pews and place in Peni's box outside her office.
- Due to current COVID19 Health and Safety Guidelines, the offering plates may or may not be passed. If the offering plates are passed, four ushers are needed—2 for each side of the sanctuary. If the plates are not passed, attendees may drop their offerings as they exit into the plates on 2 stands in the Narthex.
- In the presence of another usher, place offering, forms, lock up check list, prayer requests etc. in the bank bag found in the Narthex chest. Make sure that any notes remain attached to checks or cash. Make sure to check the offering plates for ALL offerings as attendees often drop them well after the service is finished. Two ushers (from different families or a youth accompanied by an adult) should then drop the bag into the safe located in the very back right-hand corner in the "mail room" located across from the parlor. Pull down the tray door of the safe, drop the bag in and close the door.

Thanks so much for your help and leadership!

Worship Committee

Communion Guidelines:

At this time, Communion is celebrated using individually bagged communion elements. Ushers will distribute these to attendees upon entering from a basket. The wrappings from the elements should then be placed back into the baggie for discarding as folks exit.

The Worship Team thanks you for your leadership!

