**Ushers & Greeters:**

 **Thank you for your service! Feel free to ask other family members to assist.**

 **If you are trading dates with someone and want it correct in the bulletin, please notify the church office no later than Wednesday morning.**

**8 AM Worship – Usher Checklist**

*Before Worship: Please arrive by 7:40 am.*

* **Greet people, while maintaining social distance.** Ask them to pick up bulletin and communion.

(If needed, offer masks if the positivity status warrants a mask mandate.)

* Leave **back doors OPEN** and **close** the **side door** to sanctuary.
* **If there is no sound technician**, turn on switch in the back for the mike system.
* Check with Pastor for any special needs.

***During the Service***

* Take Attendance (all ages) and record; attendance book is kept under the guest book, in the back.
* Be available for emergencies; please know how to direct folks in case of fire or tornado**.**

**In case of an emergency involving a diabetic, there are glucose pills in the back pew.**

***After the Service***

* Straighten-up the sanctuary.
* Make sure all candles are extinguished.
* Leave the **lights ON!**

Hopefully the following tasks are completed by the person who opens the church, pastor, and worship leader.

* Check the overall **lighting** in the sanctuary; turn on all lights, included main light switches in the sacristy, light over choir, the floor lamps and lights under balcony.
* Put out **flower arrangement** – look in bulletin to see if there are special flowers; if so look in the refrigerator in communion preparation room. If no special flowers, put out the silk arrangement if appropriate for the season; arrangements are in the communion prep room.
* **Candles on the altar** … put them close to the sides (place them on the cloth hanging down) so that they can easily be reached by Acolytes.
* **Light altar candles and the single Christ Candle.** (The wicks for candle lighters are now in the cabinet in the entrance beside the candle lighters.)

**Ushers & Greeters:**

 **Thank you for your service! Feel free to ask other family members to assist.**

 **If you are trading dates with someone and want it correct in the bulletin, please notify the church office no later than Wednesday morning.**

**10:15 AM Worship – Usher & Lock-up Checklist**

***Before Worship:*** **Arrive at 9:50 am**

* **Greet people, while maintaining social distance. A**sk them to pick up bulletin and communion.

(If needed, offer masks if the positivity status warrants a mask mandate.)

* Leave **back doors OPEN** and **close** the **side door** to sanctuary.
* **If there is no sound technician**, turn on switch in the back for the mike system.
* Check with Pastor for any special needs.

***During the Service***

* Take Attendance (all ages) and Record; attendance book is kept under the guest book in the entrance.
* Be available for emergencies; please know how to direct folks in case of fire or tornado.

**In case of an emergency involving a diabetic, there are glucose pills in the back pew.**

***After the Service***

* **Straighten-up the sanctuary**; pick up all bulletins, communion cups, and other items.
* Make sure all **candles are extinguished**.

**Lock-up: Turn-off lights on all 3 floors and lock all outside doors.** *(Use L-wrench to lock)*

* **Sanctuary Lights:** chancel lights, dome lights & light behind altar – located in Sacristy; there are 11 switches to the right of the fuse bow, the single switch turns off light behind altar.

Balcony lights – back wall by door, under balcony lights – switch by back double door, choir loft lights – switch on wall behind choir pews and 3side lamps. (During Advent, be sure to turn off the Christmas garland lights – switch in pulpit; tree light – switch on floor.)

* **Entrance lights & Double door lights** (Alley door entrance lights stay on.)
* **Chapel –** light switches outside double door; also turn off lamp.
* **Foyer lights –** switches on wall by door leading downstairs
* **Parish Hall lights –** switches by double doors leading to foyer.
* **Bathroom lights –** main bathrooms off of foyer, upstairs bathroom, pre-school bathrooms
* **Classrooms –** upstairs and downstairs