

Be That Warm, Welcoming, Smiling Face!

Sign up to serve as an usher!

Three ushers are needed each Sunday to welcome members and visitors alike to worship! It's easy and fun and a wonderful way to contribute to the church.

Usher Instructions:

Before the Service:

- Arrive 30 minutes before the service starts. Check in with the Trustee
- Meet with other ushers to decide at which door you will stand, Chandler door, front door, Windermere Door.
- If serving in Chandler Hall or at the front door, pick up the bulletins from the office. Be sure to grab both size bulletins.
- If serving at the Windermere entrance, be that friendly face that greets everyone as they enter the building. Tell guest where the elevator and stairs are.
- Choose 1 usher to ring the bell 15 minutes before the service. If you are unable to ring, ask the Trustee to do it for you.
- If the Sanctuary is almost full, invite people to make room for others.
"Excuse me, would you mind moving to the center? It's always good to see so many people worshipping God!"

During the Service:

- If you are stationed at a worship entrance, wait 10 minutes after the start of the service then close the doors.
- Keep an eye on the collection plates as people enter, then take any donations to the trustee before you enter the sanctuary.

After the Service:

- The Chandler usher should exit before everyone else and stand by the collection plates, then remove the plates and give them to the trustee.
- Tidy up the after the worship service. Check choir area, main floor, balcony and collect discarded papers from the pews. Replace bibles and hymnals to their holders.
- Collect friendship pad pages and place them in the Church Administrator's basket on her desk.