

Saturday Evening Ushering Duties

- **Arrive** 20 minutes prior to worship
- **Gather** red attendance pads, blue attendance slip and offering baskets from Usher closet and assemble them on the back pew
- **Hand out bulletins** Welcome all who enter / Assist with seating
- **Close sanctuary doors** when worship leader welcomes the congregation to worship
- **Hand out red attendance pads** as children leave the sanctuary and go to Tidepool
- **Dim lights** before all videos / raise lights after all videos
- **Count** how many people are present either during the centering song or during the sermon, and record on blue slip (Include the Praise Band, Pastoral Staff, children, babies, Tidepool and Nursery in your count). Return blue slip to basket in the Usher's closet.
- **Collect offering** after sermon/after communion
- **Secure offering** by taking it into the Narthex, put it in a zippered bank bag (found in the Usher closet) and slide through slot of safe room door
- **Collect red attendance pads** after service - put slips in attendance envelope and return it to basket in the Usher's closet

Set up chairs for Sunday services and remove left behind bulletins/coffee cups/etc. as needed

Thank you so much for keeping things running so well!