

Sunday Worship Usher Responsibilities

- ❖ Put lights on (if needed) before the service, and lights off after the service.
- ❖ Check to see that there are 3 chairs on the platform and 2 below.
- ❖ Font – Make sure it is about 5 feet from the first pew and directly across from the front pillar. (For baptisms, it may be positioned differently. Check with Pastor Cheryl.)
- ❖ Light oil candles – Check off for filling the oil candles on the wall near the sink downstairs. Please put date so we can get a sense of how often they need to be filled. Oil is in the blue bucket under the sink.
- ❖ Fill pitcher of water and 3 glasses. One glass on each side of the pulpit, and one glass for Cheryl by the base of the pulpit for use during the children's message.
- ~~❖ At 9:50 am ring the bells in the steeple. Ask Deacon of the Month if you are unsure of how to ring the bells. Temporarily, until they get fixed.~~
- ❖ Greet/ welcome members and visitors and distribute bulletins. There are children's bulletins as well – in two age groups.
 - Notify people of childcare availability, as required
- ❖ **Take attendance and record it in the book on the back table.**
- ❖ Come forward for the offering when prompted by the Pastor. She will hand you the collection boxes. Move row by row, starting from the front of the center aisle, then sides. Wait until Offertory music is complete and then come forward with the filled collection boxes for the Doxology.
- ❖ Clean off back table and keep it tidy, and collect any bulletins left in the pews. Please return bulletins to the Church Office but leave a few on the back table in the Meeting House.
- ❖ Straighten up hymnals and Bibles, and refill welcome cards in the pews.