

St. John's Ushering Checklist – as of August 4, 2021

Greeting and Seating

1. Please arrive promptly at 9:40, put on your nametag, and be sure that programs are available at the front of the church.
2. Greet parishioners and guests and hand out programs prior to the beginning of the service.
3. ***Please be certain that everyone who arrives signs in.*** If you do not recognize someone as a parishioner or regular attendee, please be certain that he/she notes email address or cell number. (Per the Diocese)
4. Depending on the weather determine whether to leave door open between church and narthex.

Communion Flow

- At this time, Reverend Lisa is inviting all to Communion and directing the congregation on Communion flow.
- Oblations are already on the Altar and Ushers do not “lead” communion flow.

Clean-up and Counting

- Following the 10:00am service the usher gathers all three offering plates (rear of church and either side of Altar steps. All offerings placed in an envelope in the office – please sign and date envelope, note 10:00 am service, and place on Lisa Sommer's keyboard. Please proceed to straighten kneelers, and remove trash and recycling. (Put bulletins for recycling in proper receptacle in sacristy.)

PLEASE NOTE: if the Diocese, or Rev. Lisa, makes any changes to these instructions, you will receive an email with updated guidelines.

THANK YOU for your service!!