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Usher Guide

Thank you so much for serving as an usher. You make a difference for people and their worship experience. Here are some guidelines to help you as you prepare to serve.

Before Worship

- Please arrive 9:30 – 9:45. Ensure that the front doors are open. When the weather is warm, ensure that the front windows are open. (In the alcoves at the back of the sanctuary)
- Check the bulletin for which hymn books are being used. If the green *Worship and Song* books are needed, place an adequate supply on the welcome table.
- Assist the greeter in welcoming and helping those coming to worship

During Worship

- Be prepared to help with any needs that arise in the congregation.

After Worship

- Tidy the pews – straighten the hymn books, collect bulletins and place in a recycle can, etc.
- Ensure that sanctuary lights are turned off, and all doors and windows are shut and locked.