

# HPPC Staff and Volunteer Ushers

Please arrive 30 minutes before the first service.

## **Before the service:**

- Unlock all the doors. Make sure a hand sanitizer dispenser is at each door.
- Put an offering plate on the table in front of the projector screen and one on the table in the back of the sanctuary by the doors.
- If there are no acolytes, light the candles on the altar.
- At the Welcome Table, set out:
  - Sign-in clipboard
  - Pens in “sanitized” basket
  - Empty “used” basket for used pens
  - Empty nametags

## **As people arrive, one usher will:**

- Welcome them!
- Make sure everyone signs in on the sign-in sheet (it’s okay for couples or families to share a line) if they haven’t registered for worship online.
- Invite them to fill out a nametag if they wish.
- Show them where used pens go. Sanitize used pens as needed.

## **Other ushers will:**

- Pass out bulletins to folks who have signed in.
- Help ensure everyone has signed in. If the line gets long, you can sign in people or groups yourself.
- If it’s a communion Sunday, pass out communion elements (gloves must be worn). They may need instruction on how to open the packet.
- Help folks find a seat if needed.

## **During the service:**

- Light the acolytes’ wicks using a lighter from the usher cabinet. They will walk in during the first congregational song (after the call to worship). Remind acolytes that they will bring the flame back out during the closing hymn (before the benediction).
- You can sit on folding chairs at the back of the sanctuary if the back pews are full.
- Keep an eye on the door for late arrivals.
- Count the attendees and make a note on the sign-in sheet. Also, include the number of staff and volunteers.
- If it’s a communion Sunday, be ready with gloves and communion elements in case anyone didn’t get one (people will be encouraged to raise their hand if they need one).

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**If there is a second service, between services:**

- Use disinfecting wipes to wipe down the pew-back rails.
- Use disinfecting wipes to wipe down the 4 sets of door handles coming into the building.
- Use disinfecting wipes to clean the “used” pens and put them in the “sanitized” basket.
- If it’s a communion Sunday, check for empty communion packets.
- Two ushers will need to collect the two offering plates together, put the offering in a bag found in the usher’s cabinet and into the safe in the workroom.

**After the service:**

- If it’s a communion Sunday, check for empty communion packets and trash in the pews. Acolytes should help with this job.
- Two ushers will need to collect the two offering plates together, put the offering in a bag and into the safe in the workroom.
- Use disinfecting wipes to clean the “used” pens and put them in the “sanitized” basket.
- Snuff the candles if there were no acolytes.
- Lock all 4 sets of doors.

**Thank you!!!** Let Kyla know if you have questions or concerns.