



Instructions for Ushers

BEFORE WORSHIP

- **Set-up Communion**
 - Communion Ware is stored in cabinet to the right as you enter Second Hall kitchenette
 - Plates and napkins for bread are stored in far right drawer
 - Bread will be on counter in kitchenette (2 loaves)
 - There will be one small loaf/roll of gluten free bread
 - Juice will be in cabinet near communion ware
 - Break one loaf of bread in half and wrap each end in cloth napkin- place on plate
 - Place one whole loaf of bread on plate with 2 napkins nearby
 - Place Gluten free bread on the smallest plate
 - Partially fill pitcher with juice
 - Fill 4 cups and put 5th (empty) cup near pitcher
 - See diagram for table set-up
 - Baptismal font is usually in place. It should be 1-2 feet in front of the center of the communion table. Fill 1 of the pitchers under the sink with warm water and pour into font.
- **Set-out Sign-in Clip Boards**
 - Clip boards should have sign-in sheets on them and pen/pencil
 - Clip boards are usually on the floor near the doors in a wicker cube, but if not look in the 9:00 closet (far right)/
 - Place one on centermost end of each row
- **Light candle on Communion Table**
 - Matches and lighter are kept with communion ware
 - If the candle is burned down too far there are extra tea lights in the 9:00 closet (in Garden Ridge bag on shelves) that can be placed inside the large candle.
- **Check for children's clipboards**
 - They are usually found in a wicker cube on the floor by the doors. If not, they may be stored in the closet
 - Set cube with clipboards out by doors

DURING WORSHIP

- Hand-out bulletins
- Hand-out children's clipboards
- Help people find seats
- Be prepared to set up extra chairs (stored in closet with glass window)
- Take a headcount for attendance and write on slip of paper provided (on clipboard in basket with sign-in clipboards)

AFTER WORSHIP

- Pick up sign-in clipboards and return to tub in closet
- Take used sign-in sheets to office (front desk)
- Take communion ware and supplies to kitchenette in Second Hall
- Put offering and headcount paper in envelope and drop in safe by office