

- ☑ Be at the church 20 minutes before your assigned Worship Service starts. Put on your nametag and a warm, enthusiastic smile. Wear your nametag until you leave after the Worship Service.
- ☑ Turn on all lights in the Worship space, Fellowship area and Restrooms. Open doors and windows and turn on fans in the worship space if needed.
- ☑ Get the service Worship Folders and the Offering plates from the Church Office and place on the Usher's Table.
- ☑ Place the reserved signs on the back rows for latecomers.
- ☑ Stand on the side of the usher's table nearest the center aisle to distribute the Worship Folder Bulletins to worshippers as they enter.
- ☑ Be familiar with that day's Worship Service in order to be prepared to answer any questions of worshippers and assist visitors.
- ☑ Encourage and invite worshippers to take seats in the inner Worship space, filling the Worship space before bringing out extra chairs. Be prepared to bring out the extra blue chairs if needed.
- ☑ Be available to assist the acolyte with lighting the acolyte and change the taper (wick) if needed. See the special instructions located inside the Robing closet in the Pastor's Office.
- ☑ **Count attendance during the Sermon** while people are seated. Be sure to include children, choir members, organist, Assisting Ministers and Pastor. Record the count in the Attendance Sheet located on the wall above the bulletin table.

- ☑ Collect the offering and place the Offering Plates in the center office after collection. Ask the greeters to assist with collecting the offering on Festival Sundays or high attendance services.
- ☑ For communion, start communicants from the back row (or as announced by Presiding Pastor). Always have the next row of communicants ushered out of their chairs, standing down the center aisle ready to proceed as continuous communion flows.
- ☑ Walk through the Sanctuary after the service and remove and recycle any remaining worship bulletins, pew cards, miscellaneous paper or other debris. Return hymnals that may have been left in the pews. Replenish and neaten visitor/prayer cards, pencils and offering envelopes in sanctuary chairs. Straighten and arrange sanctuary chairs. Close doors and windows and turn off lights and fans in the worship space.
- ☑ Secure your own substitute from the Ushers Roster on the Worship servant Teams Schedule if you cannot serve at an assigned Worship service. Please make every effort to phone or email the Church Office (425-788-3626 or w.cross@frontier.com) by noon on Wednesday to include the change in the Sunday Bulletin and the weekly Servant Team reminder emails. Contact the Head Usher or Church Office with any questions or problems.
- ☑ Highlight your assigned Sundays and assigned services as soon as you receive a new Worship Servant Teams Schedule. Post your schedule where you will take notice of your assigned services or transfer the dates to your personal calendar.

