USHER CUSTOMARY Summer Parking Lot Services 5/20/2021

**Usher Duties**

|  |  |
| --- | --- |
| Before the Service | * One usher stands at parking lot entrance on corner by church, the other two ushers stand at entrance by alley
* Greet and check-in Parishioners on the registration list
* If Parishioners are not on list, tell them service attendance is by reservation, they are welcome to wait in parking lot by Summit Avenue to see if someone who had a reserved space does not show up
* Direct Parishioners to shelf containing Books of Common Prayer
* Remind Parishioners that masks are required and if they did not bring a mask, show them the supplies of masks and Purell
* Direct Parishioners to restroom at bottom of stairs into undercroft; direct Handicapped Parishioners to Kent Street entrance and elevator to restrooms next to Church Office
* If needed, a first aid kit is inside the front corner door of the Church on Kent Street. An AED is located on the ramp between the choir room and the undercroft. In a medical emergency, respond to the person to provide assistance and direct someone to call 911.
 |
| During the Service | * Sit near assigned Usher positions and restrict entrance by other people (space is intended for limited number of worshipers.)
* Please watch for and assist people with prayer book
* Monitor Offering baskets at each entrance
* Release congregation section by section for Holy Communion
* Alert clergy to those in need of communion in their pew
 |
| After the Service | * Monitor Offering baskets until retrieved by Office Staff
 |