

Thank you for volunteering to serve as an Usher for worship. This is a sacred task and you bless Epiphany by your participation.

BEFORE WORSHIP:

- **Please arrive by 9:15** to prepare for worship; you may turn on the Narthex light if it's not on
- Place the portable aluminum Epiphany "Worship in Progress" sign on the front porch of the chapel
- In the Coffee Room behind the robes, **retrieve a Card Table** and set it at the back of the Chapel; add:
 - Epiphany brochures, newsletters, Prayer Request cards; nametag baskets, Signup Lists, magnets
- **In the Worship closet you will find:**
 - **Worship bulletins:** both large print and regular sized print (double check communion or Svc of Word)
 - **Celebrate inserts:** pls **check the correct date** prior to folding/stuffing in the bulletins
 - **KidsCelebrate!** inserts (4-5 copies) & crayons/coloring books. Leave out for parents with children
 - **Purple bin** with pens, orange attendance slips.
 - Please **refill Pew racks** with Epiphany pens & Attendance pads. Extras are in the Worship Closet.
 - Inside the Worship Closet on an upper shelf are a few **Visitor Welcome Bags** (brown paper sack). Place 1-2 on the credenza. Give **any first-time visiting families** one Welcome Bag before worship. Tell Jennifer Parker if you need more bags.

Welcome visitors warmly: show them the Card Table with Epiphany info/newsletters etc. and give them a Gift Bag; encourage them to stay for Coffee Fellowship. GUEST nametags are in the basket

DURING WORSHIP:

- Please close **both** Sanctuary doors unless the Chapel is too stuffy. Distribute bulletins to latecomers.
- Sit in the rear pews during the service, to be able to move quickly as needed.
- Take a head count and record the number on **one** orange slip; place in the Offering Plate
- During the Hymn of the Day, walk down the center aisle while waving a Prayer Request card. **Collect cards** handed to you and give to Pastor.
- After Passing of the Peace: the Assisting Minister stands at the altar with the offering plates. **This is your cue** to collect the offering. Place the orange attendance slip in the plate. Stand at the rear of the sanctuary with the full offering plates until "Praise God From Whom All Blessings Flow" begins, then bring the plates to the Assisting Minister as the Doxology is sung.

FOR COMMUNION:

- During "Lamb of God" start at the front pews and direct worshipers to line up for communion, pew by pew.
- Be aware of anyone who can't come forward for communion; wave at Pastor Monica and she will bring them communion, as she does for Ray & Janice Heilener after the line has been served.

AFTER COMMUNION:

- Open the Sanctuary doors and restrain them firmly in place with the wooden door-stops

AFTER WORSHIP:

- **Clean up pews:** pens/pads/hymnals in the racks; gather all bulletins, inserts, trash, etc.
- Place all Bulletins in the box marked "BULLETINS" for **RE-USE** the following week.
- Place Celebrate inserts and any other papers in the **RECYCLE** box on the floor of the Worship Closet
- Return the BULLETINS box to the worship closet and rest it on top of the RECYCLE box.
- Return the purple pen basket/orange attendance slips to Worship closet shelf
- Return the crayon bags and the Prayer Request cards/holder to the Worship closet shelf
- Return the 2 nametag baskets and all materials on the Card Table to the Worship closet shelf
- Fold up the Card Table and place it against the wall behind the white robes in the Coffee Room
- Check the sanctuary one more time: pews clean? Altar cleaned up? Purses or coats still in pews? Font emptied? Anything left in the Narthex that shouldn't be?
- **Pls respect** the other congregation that uses the Chapel: **Epiphany may only store items** on the left-most side of the middle shelving unit in the lower Worship Closet.