

Ushers (COL Campus) – Quick Guide

Before the Service

1. Arrive 20 minutes prior to service.
2. Check in with the **Worship Coordinator** in the Narthex and find nametag in Sacristy. There are typically 2 ushers/service (more for special services).
3. Please make yourself aware of location of all Emergency equipment
4. Ask about special details for service.
5. Stand at main entrance to Sanctuary and distribute bulletins.

During the Service

1. Count the total number of people in service (easiest while people are seated during Children's time) and record on provided sheet.
2. Close doors to Fellowship Hall after Children's message.
3. Direct latecomers appropriately.
4. During announcements, collect Offering with provided Offering plates.
5. Present wine/bread and offering to altar during Offertory music (wine/bread goes to Pastor side).
6. Direct people to appropriate communion station (continuous style). Keep the line full and ready for next group to proceed. Avoid breaking up family groups. Indicate to pastors if anyone would like to receive communion in seat.

After the Service

1. Open doors to Fellowship Hall during final hymn.
2. After people are cleared out of the Sanctuary, collect leftover bulletins and put them back in the pile for the next service. Please reuse and recycle the bulletins.
3. Make sure all candles are blown out in windows, Altar and Advent Wreath (when applicable).
4. Deposit offering checks/cash in appropriate secure location.