

# **Kearsarge Community Presbyterian Church**

## **Sunday Morning Worship Service:**

### **Instructions for 10am Ushers:**

#### **Before Service:**

1. Arrive at church 1/2 hour before service.
2. Check to see that collection-plates and attendance book are available.  
Light candles and place a glass of water on pulpit (May be already done).
3. Turn on ceiling fans.

#### **Service:**

1. Pass out bulletins, and assist people in finding seats if church is full.
2. Ring church bell 10 times located in memorial garden as Pastor enters sanctuary.
3. Seat late-comers during announcements or opening hymn - not during introit or opening prayers.
4. Before children leave for Sunday School, take head count and record in attendance book.

#### **Offertory:**

1. Take offering at appropriate time of service where indicated or when announced by pastor.
2. Take offering to front of church and remain standing when Organist begins Doxology.
3. Leave collection plates on table, return to your seats after dedication of offering.

#### **Communion Sunday:**

1. Take offering forward for Prayer of Dedication and then take collection plates back to your seat.
2. Help remove and discard used communion cups.

#### **Conclusion of Service:**

1. Clean up pews - remove bulletins left behind and place in recycling box below the name tags or in the church office mailbox.
2. Collect attendance sheets from pew pads and place in Instruction Box in Sanctuary.
3. Turn off lights and sound system.
4. Extinguish candles and remove water class.
5. Turn off ceiling fans.
6. Turn off all lights in the Sanctuary.

Thank You for assisting with today's worship service.

Revised: 8/13/2015