

# Kearsarge Community Presbyterian Church

## Sunday Morning Worship Service:

### Instructions for 10am Ushers:

#### Before Service:

1. Arrive at church 1/2 hour before service.
2. Review Security Checklist (see page 2. Copies are available in Sanctuary).
3. Check to see that collection-plates and attendance book are available.  
Light candles and place a fresh glass of water on pulpit using the water from the water cooler (bubbler) in the office wing. Remove old glass at pulpit if still present.

#### 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 Prelude, Choral Call, or opening prayers.
4. **Count and Record Attendance in Notebook**: Include people in pews, choir, pastor, accompanist, choir director, everyone in nursery, and kitchen.

#### Offering:

1. Take offering at appropriate time of service where indicated or when announced by pastor. After collecting, wait by the double doors until choir or other music has completed.
2. Take offering to the Communion Table and remain standing there as the Accompanist begins Doxology. Remain standing at the table, facing the pulpit, until pastor completes the prayer of dedication.
3. Take offering forward for Prayer of Dedication and then take collection plates back to your seat. As final hymn begins the Collection Counter will meet you and take offering to Counting Room.

#### Communion Sunday:

1. Help Communion Servers remove, and discard used communion cups from pews.

#### 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 or Office Manager's basket in office wing.
3. Turn off sound system.
4. Extinguish candles and remove water glass.
5. Complete Security Checklist (see page 2) and leave in Pastor's Box.
6. Turn off all lights in the Sanctuary.

Thank you for assisting with today's worship service. *(Revised: 10/01/2019)*

# **Kearsarge Community Presbyterian Church**

## **Sunday Morning Worship Service:**

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

#### ***KCPC Usher Security Check List***

#### ***Interim List until Security Policy is Implemented***

*(as of October 1, 2019)*

#### **Please Check Off as Completed and Leave in Pastor's Box ~ Thank You!**

##### **Prior to and During the Service:**

- Make certain you have a cellphone or the cordless phone from the office workroom with you in case of emergency.
- After Bell has been rung, make certain the Narthex and Foulks Hall doors (double off main parking lot and single off kitchen parking area) are locked and secure.
- Check Foulks Hall, kitchen, restrooms, classrooms and nursery for individuals. If someone is present in these areas and are not regular KCPC folk engaged in a church function (i.e. preparing for Sunday School or Coffee Hour, invite the person or person to worship. If there is a refusal to attend worship, ask person to leave. If the person refuses to leave, call NLPD (526-2626) and ask that an officer come to remove a trespasser. (Church address 82 King Hill Road)
- During the service keep doors between sanctuary and narthex open. During hot weather, if cross breeze is needed, only open the Narthex windows which face the courtyard. Do not prop open the Narthex Doors.
- Position yourself in order to be able to always monitor the parking lot narthex door. Be aware of any late arrivals. Provide a bulletin and direct to the nearest available seating.
- Do not allow late comers who are not regular KCPC folk access to the other parts of the building. Always direct such individuals to the sanctuary for worship. Contact police if needed.

##### **After the Service:**

- Make certain any open windows in sanctuary and narthex are closed and locked (window latch points towards left).
- If used, return cordless phone to office workroom.
- If there were late arrivals who did not attend worship and were asked to leave, please write a brief description of the person(s) including the make, color and type of vehicle driven.

#### **Please Check Off as Completed and Leave in Pastor's Box ~ Thank You!**

DATE: \_\_\_\_\_ USHERS: \_\_\_\_\_