

USHER COMMITTEE

Arrive at worship at least 15 minutes early.

- a. Provide three people to cover stairs, parking lot, and elevator.
- b. Light the altar candles at the beginning of the prelude and begin circulating the attendance books. Extinguish the candles during the last hymn.
- c. Ring the church bells before the prelude and after the service before the postlude.
- d. Count the people present during the children's sermon, including the ones downstairs, then record the number.
- e. Following the service, at least two of the ushers (one being an adult) count the money for the financial secretary.
- f. If there is a baptism, confirmation, or special occasion, put the reserve signs out and seat the families in the reserved area.