

Ushering Guidelines for Reopening Beginning 3-21-21

- 1) Eight ushers per service required. Each usher to wear a pin with their name on it.
- 2) Each attendee or family unit **must** be escorted by an usher to their pew.
- 3) Once in the sanctuary, congregants cannot leave until after the service is over unless for an emergency or bathroom requirement. An usher must be contacted to leave the sanctuary. An usher must be at the door the entire service in case of emergencies.
- 4) Ushers to ensure each worshiper has a mask and wears it throughout the service. Those attendees who refuse to comply will be asked to leave.
- 5) Because ushers will be handing out and receiving worship aids such as an order of service or communion element packages, each usher should be equipped with disposable gloves.
- 6) Ushers **must** make sure each worshiper uses one of the hand sanitizers before entering the sanctuary.
- 7) A collection basket will be placed at the rear of the sanctuary for tithes and offerings. Since worshipers may deposit their offering both before and after the service, an usher must attend the basket for the entire service.
- 8) Only one entrance to the sanctuary. The front entrance door at the top of the ramp will be locked. If there is a need to use it for someone in a wheelchair, an usher must be contacted to unlock the door and aid the worshiper to the sanctuary.
- 9) Exiting the sanctuary after the service will be from the rear of the sanctuary first and the dismissal will be directed by the ushers row by row. Worshippers **must** remain seated in their pews until dismissal by an usher.
- 10) No socialization will be permitted in the Sanctuary, the inter-connecting bay nor the hallways. Worshippers must leave the building as soon as possible.
- 10) All exits from the church building will be made from the hallway near the pastor's office and the secretary's office.
- 11) Communion Services – elements handed out to worshipers
- 12) A trash can will be at the rear of the sanctuary for collecting empty communion element packages and/or worship materials/bulletins.
- 13) An usher must be at the elevator both before and after the service to ensure only one person or one family enters the elevator at a time.
- 14) Ushers are to maintain social distancing in hallways, on stairs, in the inter-connecting bay, in the sanctuary, in fellowship hall.

