

# INSTRUCTIONS FOR USHERING OUTDOOR WORSHIP SERVICES

- Arrive early, about 45 minutes before the service.
- Set up two tables, each with an offering bucket on it, outside in the worship area.
- Make sure the little red bucket is under the “altar” with some extra communion packets in it.
- Carry outside the two trash cans.
- Put a doorstep in the front door of the church, so it will be unlocked if anyone with mobility issues needs to walk through the narthex to get outside. (We have not had anyone yet using a wheelchair, but this could happen.) Don’t leave the front door open more than a crack. This will just encourages able-bodied people to want to walk through. There are folding chairs inside the church for anyone who does not bring her or his own.
- Wear a sticky nametag, so that when you greet people they will know who you are.
- Usher #1: Stand outside by the parking lot with the communion cups/wafers. Wear your mask and gloves. Masks and gloves provided by Ascension (or you can use your own if you wish). Drop a communion packet into each person’s palm. Safety first!
- Usher #2: Stand next to Usher #1. Wear your mask and gloves. Hand one program to each person attending. It is VERY hard to share programs, given the nature of outdoor worship.
- Both Ushers: Direct people to walk around the outside of the church, not through it, unless they have mobility issues. If they do, help them by opening the door and assisting them in any other ways necessary.
- When the service begins, come through the narthex and take your seat. Bring extra programs with you for late arrivals. Leave the front door propped open.
- Count attendees and record count on sheet left for this purpose.
- Collect offerings from buckets, put in zipped bag and deposit in the safe slot in the workroom.
- After the service, help bring everything left outside inside. Tidy up! Ask Pastor if there is anything else that needs to be done before leaving.
- Leave notes for the staff and/or for the following week’s ushers about anything that needs attention or improving.

THANK YOU SO MUCH FOR HELPING!