

INSTRUCTIONS FOR USHERS

Please arrive 25 mins before the service and let the greeter know that you are the usher.

See if help is needed to put out hymnals - if you put them out, they go on every other chair.

Check the quiet room to be sure the air purifier is on. Just be sure it's plugged in and hit the button at the top to turn it on.

Open the doors to Chapman Hall.

Stand near the open door to Chapman Hall and help people find seats if they need it or open the door and help them find seats if they arrive late.

Help folks with hearing assist devices - which can be found on the counter next to the right-hand door to Chapman Hall.

Hit the gong when the service countdown starts (five minutes before the service begins). You can hit it again just before the service begins.

Please close the doors when the service begins and open them again at the end of the service.

Collect the hearing assist devices at the end of the service and put them away and plug them in to recharge.

Also after the service, please help pick up hymnals and put them away if you are able.