INSTRUCTIONS FOR USHERS

Look for an email from Keara letting you know which hymnal/s are needed

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

Put out hymnals, they go on every other chair. (Skip the children's section.)

Put long red ribbons across the back row of chairs - we are saving these seats for latecomers/families. Remove just as the service begins.

Put out the Reserved signs in the spots next to the open spaces that are reserved or wheelchairs.

Both the signs and the ribbon can be found on the counter next to the right-hand door to Chapman Hall.

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.

Please encourage people to sit upfront. 🙂

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.