

Riverview Worship Usher Duties

Usher Duties

- Be at the church by 10:15 am
- Welcome & Greet people outside the sanctuary as they arrive – about 50% of people come through the single door entrance by the offices.
- Make sure the offering plates are available (Leslie will collect offering plates following service) – one at the back of the pews and two on the far left and right of the kneeling rails.
- Invite those with young ones to take an activity bag into the sanctuary if they would like.
- Remind those still having coffee fellowship when the service is beginning. Close the sanctuary doors if necessary.
- Please take an attendance count (sanctuary & fellowship hall) and write it on the memo board on the church office door.
- Light the altar candles just prior to the start of the service.
- Confirm that all candles are extinguished.
- Lock the North & West doors as you leave if you are the last to go.

If you are unable to fulfill the usher duties, please contact someone else on the sign up list to replace you on the schedule.