

USHER SCHEDULE

Team 1	Team 2	Team 3	Team 4
Michael Adzenyah Bob Burns Yonette Cort-Park David Owusu	*Mike Asare Felecia Fleeting Grace Brodeur	Pauline Robertson Keith Rhoden, Jr. Clifford Riley June O'Neil	Tom McNeill Akosua Ware Julius Aboagye Shirley Aboagye

*Head Usher.

Alternate Ushers: Robin Herrera, Maude Morrison

WHEN TEAMS SERVE

Team 1	Team 2	Team 3	Team 4
January May September	February June October	March July November	April August December

Duties as a team member:

All team members should plan to be present 30 minutes before the service begins. Two (2) team members should restock the cards in the pews and one (1) team member should light the candles. One (1) team member should be at the back of the sanctuary to greet any early arrivals. (The person who lights the candles also extinguishes them before leaving the sanctuary at the end of the service.)

By 10:15 A.M. - two (2) team members should be available at the back of the sanctuary to distribute bulletins and two (2) team members should be in the Narthex to greet members and visitors as they arrive.

After the service begins, one (1) usher needs to count the number of people in worship. One suggestion is to count all those seated when the service begins, then add others as they come in. The total number is then written on the Flower Calendar in the Narthex.

To receive the offering all four (4) members should assemble at the rear of the sanctuary prior to the announcement of the offering. When returning the offering plates to the communion table one usher should also bring to the front the basket of food in the coat rack. Ushers should remain at the front of the sanctuary during the Prayer of Dedication. The team should then proceed to the back of the sanctuary before returning to their respective seats.

Updated April 2011.