

WEDNESDAY: Usher and/or Pastoral Assistant Instructions

As of August 18, 2020 – Including Various Security Measures!

Before the Service:

- + **Panic Button:** An usher and the pastor wear one. In case of emergency: PUSH AND HOLD until the green light comes on; *the Parma Police should come quickly!*
- + **Church Office and Pastor's Study:** Lock those doors.
- + **Welcome First-Time Visitors:**
 - “Welcome to Bethlehem; are you a first-time visitor?” If anyone seems suspicious – *backpack, long coat in warm weather, etc.* – seek assistance from others!
 - Show them where to pick up a service folder, sermon copy, etc.
 - Give them a visitor packet, and encourage them to read the First-Time Visitor brochure in the front and complete the half-sheet entitled: Dear Bethlehem Visitor.
 - After they are seated, give them a visitor basket (from a Narthex table) along with a loaf of the frozen bread from the Christian Life Room freezer.
- + **Parking Lot Church** (*if we are still having it*): Distribute items at our main entrance.
- + **Candles:** Light the Wall Candles during the bell, *three minutes before the service time*. During Lent, also light the Christ Candle.

At the Beginning of the Service:

- + **10 Minutes after the Service Begins:**
 - **South Entrance:** Lock the inside door and put up the “Use Our Main Entrance” sign.
 - **Main Entrance:** Bring in the offering plate (if we are still having the Parking Lot Church); then lock the inside door.

During the Service:

- + **Visitors:** Help them with any needs; they should not be wandering into other places in our building, such as the infant room, lower level, or upper room.
- + **Main Entrance:** Sit in the Narthex so you can see the main entrance through the mirror.
- + **Attendance:** Count and record.

At the End of the Service:

- + **Candles:** Extinguish them during the Postlude – *the Christ Candle last (if it's lit)*.
- + **Lights:** Keep them on – *until most people have left the worship area*; then follow the *Lighting Instructions* on the light cabinet door.

Thanks for Serving!