

11 am Usher

August 22, 2021

Before the Service

Post mask sign (Required/Optional) on front exterior door

Post Choir Practice sign – take down when they are finished

2 cups water in pitcher on communion table, Note on Communion Sunday there will be 2 pitchers on the table: one with juice (Communion – done by others) and one with water for pastor to pour into font

Open Sanctuary doors before service (10:50 approx)

Greet & hand out bulletins

Close Sanctuary doors as service starts

Lock doors exterior doors (3 front doors, Hall for All side door (narthex door) and office side door)

Two people in Narthex during service

During Service

Count during service and fill in Count Sheet on the narthex credenza (optional – email to admin@citppc.org)

Collection – during choral anthem; place collection basket on communion table during Doxology and hand pray request cards (blue) to pastor

Adjust Narthex speaker volume as needed

Open Sanctuary doors at service end

Post Service

Snuff candles

Empty font & dry

Collect attendance pads – put in office on desk

Clean up – trash, put hymnals under chairs, etc

Take down mask sign

Turn HEPA filters to zero

Turn lights off