

Usher Protocol for Opening Services

Thank you for your willingness to be an usher.

Responsibilities

- Watch our opening video
- Pre-register on line for service

- Be prompt and **in attendance at 9:10 am**
- When you arrive the front entrance door should be locked. Please go around the back, where the nursery door will be unlocked, and open the entrance door for registration people, greeter and ushers only. They should be arriving at 9:15 at the front door.

- Sanitize your hands
- Wear you mask at all times
- Wear you lanyard with your name tag
- Sign in at the Registration Table

- The next thing you'll need to do is set up the pylons and ENTRANCE sign as per diagram on map, both inside and out. You will find the large outdoor ones in the front foyer and the small ones in the corner of the photocopy room if they are not already set up. A six foot piece of rope is also there (or in the registration kit). Use this to distance indoor pylons. The outdoor ones need to indicate a path to separate cars from people.

- Meet everyone warmly inside the entrance of the sanctuary. Help them to a seat if they look hesitant or unsure. Most won't need to be ushered to be seated as they have preferred areas to sit. Ensure four seats between groups. Kindly remind if necessary.

- Remind "mask exempt" persons (wearing lime green lanyards) that now they are seated, they can remove their mask. When they need to move out of their seats, they need to put it back on.

- Keep an eye out for people wandering outside the designated area during the service. See map.

- Help to remind people of distancing when exiting the building and reminding them to keep masks on.

- Be a help to the registration desk throughout the service with late comers. Important that you usher them directly to a seat. Don't let them just sit in an open area as it may not be 4 seats from other groups.

- Return pylons to the area they need to be stored.