

St. Matthias Usher's Reminders

Please arrive at least 15 minutes before service

Open the two front doors of the church. Leave open, except during inclement weather. Leave the the doors to the Narthax closed.

Place bulletins (large & small format) in the rear entry way.

Ten minutes prior to the start of service, close side doors of the Commons.

After service starts, LOCK THE BACK DOOR. At the end of service, UNLOCK THE BACK DOOR. Ensure that the rear door, by the pantry, is always locked.

Help people find seats or where friends are seated, directions to bathrooms, nursery etc.

Anyone who arrives late should be seated promptly EXCEPT DURING THE GOSPEL AND THE CONSECRATION SEAT PEOPLE ONLY AFTER THE GOSPEL READING AND THE CONSECRATION.

PLEASE COUNT EVERYONE: LEM'S, SMALL CHILDREN, CHOIR, ETC. IF IT MOVES, COUNT IT AND RECORD NUMER ON ATTENDANCE SLIPS. Place attendance slips in the wall file marked as such outside the Church Administrators office. Slips are on table, with the bulletins, in the Commons.

At the start the of Prayers of the People, GO AND GET THE CHILDREN IN THE CLASSROOM.

After each service, please clean up any bulletins left in them Church and straighten the hymn books.

After the last service, please collect all bulletins and place in re-cycle bins.

If you have any questions, please ask another usher or myself.

HOLIDAYS ARE A BUSY TIME FOR EVERYONE. IF BECAUSE OF PERSONAL COMMITMENTS, YOU ARE UNABLE TO SERVE AS AN USHER PLEASE ADVISE ME VIA E-MAIL: kiya_enu@yahoo.com (John Goodreau). As soon as possible Your assistance is appreciated.

THANK YOU ALL FOR YOUR MINISTRY SERVICE TO ST. MATTHAIS.

(This document has been approved at the highest levels within St. MATTHAIS)