

## 10:00 AM Saint Marks Ushers:

Thank you for continuing to serve as ushers as we adjust to the new worship and Sunday school schedules.

We have some changes in procedures that impact the 10:00 usher teams –

1. Placing reserved signs on the last two pews for choir
  2. Returning to the altar with the offering immediately
  3. Additional method of communion distribution
  4. Attendance count to the sacristy team
- “Reserved” signs on the last two pews on both sides of the aisle -
    - Choir will sing at the 8:30 AM service on the 1st and 3rd Sunday of each month.
    - Choir will sing at the 10:00 AM service on the 2nd, 4th & 5th (if there is a 5th) Sunday of each month
    - However be alert for festival Sundays where the choir schedule might be adjusted.
    - Choir singing at 8:30 please put the “Reserved” signs on the pews pre-service
    - Remove the “Reserved” signs as soon as the choir processes in
    - Choir singing at the 10:00 put the “Reserved” signs in place at the conclusion of the 8:30 service
  - “Offering” procedure -
    - Once you have completed taking the offerings and combined the offering into two plates
    - Two ushers should immediately return to the altar with the plates for the “The Presentation of The Gifts”
    - If the choir is singing or a music piece is occurring, don’t wait, the “**Presentation**” will take place simultaneously
  - “Communion” procedures -
    - The Pastors are experimenting with a couple of different methods of distribution as we adjust to the new schedules
    - Check with the Pastors at the beginning of each service to see communion will be distributed.
    - “Rail” you will need four ushers (2 rail & 2 aisle)
    - “Intinction” = two ushers in the aisle
    - “Ambulatory” (intinction style for the host and **individual cups** for the wine/juice) – 2 ushers in the aisle
  - “Attendance Count” procedure –
    - “Sacristy” count additional yellow sheet be sure and fill out and take to the sacristy prior to communion so they know how many cups to fill
    - It looks like Intinction and Ambulatory will be the prevalent methods of communion distribution
    - Its critical the sacristy teams knows how many cups to fill for communion
    - The sacristy count sheet is on the same clipboard as the regular attendance sheet.
    - 10:00 AM ushers be sure to take the regular attendance sheet to the office and pin on the bulletin board.
    - **The 11:00 (Hispanic)** service uses a different attendance count sheet.

Thank you again for your flexibility and dedication to the ushering ministry at Saint Marks.

Regards; Chris (cell 571 243-3171)