

8:30 Saint Marks Ushers: Thank you for continuing to serve as ushers as we adjust to the new worship and Sunday school schedules.

We have a couple of changes in procedures that impact the 8:30 usher teams –

1. Placing reserved signs on the last two pews
 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
 - It looks like Intinction and Ambulatory will be the prevalent methods of communion distribution
 - It’s critical the sacristy team 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)