

FPC DUNELLEN INSTRUCTIONS FOR VOLUNTEER USHERS

USHERS TEAM: A team of 2 ushers are needed for each of our 3 services. There should also be a substitute usher for each service who can be called in if one of the ushers is unable to serve that day. That means, each Sunday we need 6 ushers and 3 back-up ushers.

BECOMING A VOLUNTEER USHER: To become a volunteer usher you should contact the church office or the elders in charge of volunteers. Volunteers must sign up by Wednesday at 5pm. Once you sign up as an usher you will be contacted to set up training and will be given this document. All ushers must receive the new “reopening in-person worship usher training” prior to serving and have read the full “FPC Dunellen 2020 Procedures & Policies for Re-Opening In-Person Worship”. Elder Caren Zambrano will be overseeing volunteer ushers and screeners.

USHERING OVERVIEW: One usher will stand by the open front doors to greet worshippers who have been screened and direct them to the designated spot in the narthex. The second usher will stand at the front of the sanctuary to direct worshippers to their seating area. Seating areas are numbered for easier direction (see FPCD Sanctuary Diagram for Reopening). After the sanctuary is full the second usher will direct worshippers to the balcony. When a family group with someone who needs to use the side door entrance ramp due to physical limitations is screened and ready to enter, all other worshippers will be held in outside waiting areas. The inside usher will meet this family group at the ramp side door and lead them to their seat. Then seating from the front door will continue. The last group to be seated is the screeners. After all groups are seated, ushers will sit in one or both of the narthex coat-rooms (If ushers are in the same family group they can sit in the same coat room. If they are not related they must each sit in a different coat room). Ushers will continue overseeing the flow of people throughout the service. When the service is over the ushers will dismiss row by row from back to front, downstairs then balcony. Those on the park side exit out the park side door. Those on the on the ramp side, exit out the ramp side door. Usher 2 will dismiss each row from the front of the sanctuary and Usher 1 will stand in the Narthex waiting area to tell Usher 2 a group has left the building so the next row can be dismissed.

ARRIVAL: Ushers need to arrive at least 15 minutes before screening time begins.

- Traditional Service Ushers report at 8:15am
- Fusion Contemporary Service Ushers report at 11am
- Spanish Service Ushers report at 1:45pm

REQUIREMENTS FOR USHERS:

- ⊙ Ushers must wear a mask at all times and will maintain 6 foot distance from others at all times except in the event of an emergency.
- ⊙ Ushers must be aware of the way traffic flows through each part of the building and direct worshippers accordingly.
- ⊙ Ushers should have copies of the registration lists to be aware of larger family groups needing to be seated in the balcony and those with physical limitations needing to use the ramp.

STEP BY STEP USHERING INSTRUCTIONS:

- ⊙ Ushers must be screened by the screeners before they enter the building.
- ⊙ Ushers and screeners should set up the designated waiting areas along the Dunellen Ave sidewalk and the post-screening waiting areas in the double sidewalk and on the top of the steps.
- ⊙ Usher 1 stands by the open front doors to greet worshippers already screened and direct them to the designated spot in the narthex one group at a time as it becomes available.

- ⊙ Usher 2 stands at the front of the sanctuary and invites worshippers standing in the Narthex to enter the sanctuary using the middle aisle. Usher 2 should direct family groups to their seating areas by number (see FPCD Sanctuary Diagram for Reopening).
- ⊙ Seating areas on the park side are odd numbers and those on the ramp side are even numbers. Seating areas 1-10 are in the first floor sanctuary. Seating areas 11-14 are in the balcony.
- ⊙ Seat all worshippers from front to back in order of arrival. No requesting pews is possible at this time.
- ⊙ When a family group includes someone needing to use the side door entrance ramp due to physical limitations they should indicate this on their registration. When this family group is screened and ready to enter, all other groups will remain seated or in outside waiting areas. The inside usher will meet this family group at the ramp side door and lead them to their seat. They can be seated in the back row of chairs if necessary. If wheelchairs are used please remove one of the folding chairs to make room. This family group should also be dismissed first out the ramp side door and the congregation will stay seated.
- ⊙ Larger family groups can be directed to sit in one of 4 balcony seats available for family groups of up to 6 members even if the first floor sanctuary seating areas are not yet filled.
- ⊙ When the first floor sanctuary is filled, ushers can seat worshippers in the remaining balcony seats.
- ⊙ When everyone has been screened or when the service starts ushers should seat the screeners and close the front doors. (Screeners from the same family group can sit together in an open coatroom or in another designated seating area. If not from the same family group, screeners must be seated separately.)
- ⊙ After all groups are seated, ushers will sit in one or both of the narthex coat-rooms (If both ushers are in the same family group you can sit in the same coat room. If you are not related you must each sit in a different coat room).
- ⊙ Ushers will continue overseeing the flow of people throughout the service. Ushers must be familiar with all “FPCD Procedures & Policies for Re-Opening In-Person Worship”. Worshippers agree to follow procedures when they register. Ushers should kindly redirect people when procedures are not followed. Ushers may need to remind people to: wear masks; walk in the correct direction; practice social distancing; return to their seating area, or accompany children to the bathroom.
- ⊙ At the end of the service the congregation will be asked to sit back down until their row is dismissed. Each group must exit the building before the next row is dismissed. Usher 2 stands in front of the sanctuary & dismisses each seating area by number. Usher 1 stands in the Narthex waiting area to tell Usher 2 when each group leaves, so the next seating area can be dismissed. Ushers dismiss row by row from back to front, downstairs then balcony. Those on the park side exit out the park side door. Those on the on the ramp side, exit out the ramp side door.
- ⊙ Worshippers should be directed to promptly exit from church grounds to make way for the next group. Once the entire congregation has been dismissed, the ushers job is completed and they should exit church grounds so the next group can begin its work.
- ⊙ After every service, both ushers for that service will remove the offering from the boxes, place it in the offering collection envelope, seal it and both ushers should sign the envelope while still in the Narthex. Both ushers should bring the envelope to the office and put it in the safe. Please use the stairs by the park-side door to go under the sanctuary and back up to the office area. Thanks.

Thanks so much for serving as a volunteer screener at FPC Dunellen. Your volunteering helps to keep our congregation healthy and is an integral part of reopening in-person worship at our church. God Bless You!