

ST PAUL'S EPISCOPAL CHURCH
 MT. LEBANON, PA
 WINTER 2010 FAMILY USHER SCHEDULE

SERVICE STARTS AT 8:45 AM. **PLEASE TRY TO BE THERE AT LEAST 10-15 MINUTES EARLY.**

PLEASE CHECK TO MAKE SURE THERE ARE BULLETINS AT ALL ENTRANCES TO THE CHURCH.

YOUR DUTIES AT THIS SERVICE SHOULD BE PRETTY SIMPLE:

- * HAND OUT BULLETINS AND GREET PEOPLE AS THEY ENTER THE CHURCH.
- * SELECT 2 PEOPLE TO BRING UP THE COMMUNION ELEMENTS. THEY SHOULD FOLLOW YOU WHEN YOU GO TO PICK UP THE PLATES FROM THE ACOLYTES (AFTER THE PEACE). MAKE SURE THEY KNOW TO TAKE THE ELEMENTS DIRECTLY TO THE PRIEST.
- * TAKE ATTENDANCE, AND FILL OUT THE SHEET TO BE GIVEN TO THE ACOLYTES.
- * COLLECTION OF THE OFFERING. MAKE SURE TO TAKE ATTENDANCE SHEET WITH YOU. TAKE PLATES BACK DOWN TO ACOLYTES WHEN THE OFFERING SONG BEGINS.
- * RELEASE PEOPLE FROM THE PEWS TO TAKE COMMUNION. THERE **MAY** BE STATIONS AT THE FRONT AND BACK OF THE CHURCH - NO NEED TO DIRECT PEOPLE TO KNEEL.
- * AFTER COMMUNION, TAKE THE OFFERING DOWN TO THE CHURCH OFFICE (PLATES WILL BE ON THE ALTAR).
- * QUICK CLEAN UP OF THE PEWS TO REMOVE BULLETINS. ETC.

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