

## Guidelines for Ushers during Outdoor Worship at HOPE

Updated 8/24/20

### USHER/SUPPORT POSITIONS for OWS: ( 3-4 volunteers needed )

#### Welcome Screener & Attendance Taker (1)

BEFORE WORSHIP: Welcome and ask everyone to review the Health Questions Sign — they need to comply with the questions; if not, we thank them for coming but ask that they do not join us this day. This person will also have a clipboard for attendance-taking with list provided by Olive (*may also be helpful to print list from Sign-up Genius the morning of gathering*).

1. One person who will be wearing gloves.
2. Position the sign close to the sidewalk by the parking lot (sign is located inside main church doors).
3. Clipboard and pen can be found on cart in kitchen.
4. Attendance will serve 2 purposes: church attendance record keeping & contact tracing in event of an outbreak.
5. **All who enter must wear masks.**
6. AFTER WORSHIP: help tear down, return sign inside church building, place clipboard on Church office desk.

#### Set-Up Coordinator (2) (WELCOME SCREENER COULD DO 2 JOBS)

BEFORE WORSHIP: Help Pastor Annie set up the space before others arrive.

1. Set-up table from OWS storage area. Bulletins, Masks, Offering Box, & Communion Elements should be placed on table (in that order).

1 long table set up in front of service window of OWS if rainy, OR along sidewalk outside of OWS to allow for more worship space

All needed items are located on cart in the kitchen inside

2. Set up standing hand sanitizing station in front of table.
3. Make sure to grab communion trays out of the fridge (set on cart before wheeling out). **While wearing gloves**, transfer communion elements to wooden boards.
4. DURING WORSHIP: Welcome people as they arrive, refill items as needed, and direct people to set up their chair (or grab a chair as needed).
5. AFTER WORSHIP: help tear down and return cart/sanitizing station inside

#### Usher – FLOATER (1)

Helping direct people with their chairs to marked areas and reminding about social distancing. Chairs will be available for those who did not bring one. An usher should distribute chairs to those who need them or need assistance.

1. One PERSON for directing based on max of 45ish people there (outside of volunteers)
2. BEFORE WORSHIP: Make sure people are 6ft apart
3. DURING WORSHIP: This person will bring the offering box forward to the altar during the offertory.
4. AFTER WORSHIP: Wipe down any used chairs at the end of worship,
5. AFTER WORSHIP: bring offering box to church office and count the offering (*you will need a 2<sup>nd</sup> person with you. Bags/counting sheets are in top right drawer of table in office, loose money and number of checks need to be counted. Put all forms of monies in green zipped bank bag and put in Olive's desk and she will deposit*).

#### End of Worship (ALL)

1. All volunteers can assist Pastor Annie in reminding people of social distancing as they leave/visit. Masks should stay on even during fellowship. As we get closer to 50 people, we will need to have an organized dismissal from back to front.
2. Final item is to check to make sure everything is picked up in the Outdoor Worship Area and church doors are locked.