

ST. MARK'S LUTHERAN CHURCH
USHER GUIDELINES DURING CORONAVIRUS
Revised June 23, 2020

To St. Mark's Ushers: Before coming to church, it is very important that

- If you are considered at risk in contracting the coronavirus, please consider not being an usher and remaining at home worshipping online.
- If you have symptoms related to the coronavirus, or if you believe yourself to be ill, please do not come to in person and contact the Head Usher to advise of your situation. Symptoms include Cough, Fever, and/or Shortness of Breath
- If you cannot be positive about keeping the "Church Opening Policy During Coronavirus" adopted by Council on June 15, 2020 as well as the tasks listed below, please consider not being an usher and remaining at home worshipping online.

When you come to church

- **Safety:**
 - Safety of our staff and members is our highest concern.
 - We are following recommended guidelines by the CDC, PA Department of Health, and our Bishop which include wearing masks and social distancing.
 - Wearing gloves is at the discretion of the member (whatever makes you the most comfortable)
 - We apologize if this causes any inconveniences to our members.

Usher Instructions

- **General**
 - Please wear a mask during the entire time you are at church
 - Please respect social distancing
 - Please wash your hands for 20 seconds regularly or use hand sanitizer regularly
- **Ushers needed**
 - At least two Ushers per service
 - One Usher at the Front Door outside to put sanitizer in people's hands
- **Before the service**
 - Check to make sure bulletins are in the Narthex.
 - If not, they are in the Copy Room in a box on the floor next to the copier.
 - Any bulletins in the pews from the 8:00 Service need to be discarded.
 - Check to be sure Communion Bags are on the table in the Narthex.
 - If not, they are in the Working Sacristy.
 - Prop open the center doors and the appropriate side door to the Nave (if not already done)
 - Open windows in the Nave and turn on the exhaust fans (if not already done)
 - Turn on sound systems and lights.
 - Clean exterior door hardware at Handicap/Sacristy (used by Flower Delivery Company on Saturday).

- As people enter for the service
 - When possible, prop open one or both of the front exterior doors so members don't have to touch doors.
 - One Usher to stand outside in fresh air to dispense Hand Sanitizer in each member's hands.
 - One Usher to stand on the other side of the 6 ft table to advise members to
 - Pick up a mask (if needed)
 - Pick up a sealed communion bag
 - Pick up a Bulletin (or Usher can hand one to each member)
 - Use the wooded holder so Bulletins do not blow off the table
 - Families & Couples can share a bulletin if they prefer.
 - Inform people where to sit (See Addendum below)
 - There will be signage as they enter the Nave as well.
 - Ask people to fill from the front of the church towards the back.
 - Ask people to enter Nave thru either the center door (and stay towards the side for their service) – or - thru the corresponding side door.
 - Ask people try not to touch baptismal font (if present) or ends of pews as they go to their seat.
 - **8:00 Service: Watch to see if the pew ropes on the rear right hand pews needs to be move back if more people come to the 8:00 service. If so, move ropes as needed to allow more pews to be available.**
 - **10:30 Service: Members need to avoid sitting in the roped off front section of the right side pews. These pews were occupied by the 8:00 Service and were NOT cleaned.**
- Visitors
 - Visitors must follow the same policy as members
 - Advise any visitor that they must wear a mask and use hand sanitizer
 - Advise them that they must sit in designated pews inside the Nave.
 - Ask them to take all their belongings.
 - Advise them that they are to remain in the pew for the entire service.
 - Advise them that we will not be kneeling during the service.
 - Ask if they want to take communion. If so, give them a sealed communion bag.
 - Advise them that we will be exiting the front of the church and to discard the bulletin, communion bag and any trash at the exit.
- During the service
 - Lock front door
 - Count and record the attendance
 - Balconies are rope-offed (But can be unhooked if you need to use the balcony to count attendance)
 - Leave interior center doors and appropriate side door open during service so if any one uses Rest Room they don't have to touch door surfaces.
- End of service
 - Close Narthex interior doors to Nave.
 - Walk outside (or inside) the Nave, and prop open one or both exterior doors at the Sacristy/Handicap door. Use Door Stops.
 - Prop open both interior doors to the Nave. Use door stops.
 - The one door and the small bookcase act as a barrier to prevent people from going into other areas of the church. This is intentional.

- After the service
 - Advise Cleaning Crew if other pews were used then noted - or - if special attention should be given to specific areas (8:00 Service)
 - Turn off the exhaust fans. (10:30 Service)
 - Close windows in the Nave. (10:30 Service)
 - Turn off Sound System (10:30 Service)
 - **Take the wicker basket (w/offering) and place on the closet floor in the Bookkeeper's office.** A Council member will NOT be collecting the offering at this time after the service.

Addendum

8:00 Seating (Subject to change in the proceeding weeks if needed)

- 8:00 People are to sit in the **RIGHT SIDE (court yard side)** pews and only PEWS marked **with NO** Blue Tape and that are not roped off.
- Families or couples can sit together.
- Ask to maintain 6 ft social distancing between families/couples/individuals
 - Examples of proper social distancing in a pew is designated by blue crosses on the rear facing pews at the back of the church
- Ask people to fill in from the front towards the back (may need back pews for 10:30 service)

10:30 Seating (Subject to change in the proceeding weeks if needed)

- 8:00 People are to sit in the **LEFT SIDE (street side)** pews and only PEWS marked **with** Blue Tape
- Families or couples can sit together.
- Ask to maintain 6 ft social distancing between families/couples/individuals
 - Examples of proper social distancing in a pew is designated by blue crosses on the rear facing pews at the back of the church.
- If we get more people than space allows on the LEFT SIDE, ask those people to sit on the RIGHT side and only in PEWS marked **with** blue tape and that is **not roped off**. (Pews for 8:00 Service were not cleaned between services)