Regathering at the River

Saint Paul’s Safety Ushers for Return to In-Person Worship

Role Duties

Usher 1

- Posted at the WEST portico at the beginning of the service, this usher will welcome parishioners and visitors making sure everyone is wearing a mask and encouraging use of hand sanitizer. (These are not optional.)
- Directs attendees through open doors to the middle glass doors of the narthex and the Vestry person who will check them in. Usher will remind attendees to keep a minimum of 10’ distance from the family unit ahead of them, pointing out the small blue marking on the floor.
- During the service, this usher will be a floater, remaining in the Narthex to greet anyone late to the service and direct attendees to the restrooms in the parish hall if needed.
- As attendees leave after communion, usher will be at the WEST rear door of the church to guide people outside, ensure that spacing is maintained, and encourage the use of hand sanitizer. Doors will remain open after everyone has exited the building.
- Should there be any emergency, this usher will be outside to meet the ambulance or other public safety officers.

Usher 2

Team Leader

- Ensures all ushers know their role, especially anyone new to this role.
- Posted at the front of the church to the WEST side, this usher will serve in the traditional usher role and guide attendees into the foremost available pew.
- Pews are marked for seating in the middle of the pews, to the far-left section or center left section (alternating by pew).
- After guiding attendees to their seat, point out the aisle number to the attendees and invite them to light a votive if they wish using a single use taper and extinguishing it in the water provided. Ushers will instruct attendee to return to their seat by the far left (west) aisle.
- During the service ushers will sit in the back of the church.
- After the Lord’s Prayer at the breaking of the bread, usher will return to the center aisle to direct attendees for communion.
- Usher will release pews one at a time - alternating sides - to come to the center aisle, wait spaced at least 10’ apart to receive the host from the priest, and direct attendees to the outside aisle to leave the church.
- Following the service, this usher is responsible for assisting the LEM/reader with extinguishing the candles and assisting the VPOD with securing the offering.
- Should there be any emergency, this usher will remain with the attendee who needs attention.
Usher 3

- Posted at the front of the church to the EAST side, this usher will serve in the traditional usher role and guide attendees into the foremost available pew.
- Pews are marked for seating in the middle of the pews, to the far-right section or center right section (alternating by pew).
- After guiding attendees to their seat, point out the aisle number to the attendees and invite them to light a votive if they wish using a single use taper and extinguishing it in the water provided. Ushers will instruct attendee to return to their seat by the far right (east) aisle.
- During the service ushers will sit in the back of the church and direct attendees to the restrooms in the parish hall if needed.
- As attendees leave after communion, usher will be at the EAST rear door of the church to guide people outside, ensure that spacing is maintained, and encourage the use of hand sanitizer. Doors will remain open after everyone has exited the building.
- Should there be any emergency, this usher will be responsible for retrieving the AED if necessary.

VPOD

- Vestry person of the day will be posted inside the glass doors at a podium with the sign-up roster.
- VPOD will check in attendees by verbally verifying their names (even if they know the person).
- Guests not signed up will be asked to provide a name for each attendee and a phone number and email address for contact tracing.
- VPOD will remind attendees to remain 10’ apart from other family groups and direct them to an usher to be seated.
- During the service VPOD will sit in the back of the church and will be responsible for encouraging parishioners to follow the guidelines if they observe or if an usher points out a concern.
- VPOD will discreetly take a photo from the front of each pew section during the welcome and announcements.
- VPOD will collect contents of the alms basins (with gloves) and place in a deposit bag and into the safe along with the completed attendance roster.
- Pictures will be sent to the church office at the earliest convenience.
- In the event of an emergency, the VPOD will call 911 and communicate any necessary information to the clergy.

All ushers and Vestry persons will arrive by 5pm on Sunday evening. After a prayer and overview of safety and emergency procedures, each volunteer will make sure her/his station is ready (masks, sanitizer, tapers, candles, basins, tables, etc.) Name tags will be worn and left to be sanitized at the end of the service. Doors will remain open after the service and church staff will secure the building. Ushers will notify the Vestry Person of the Day if they observe any variation from the guidelines or of any other concerns. Ushers are reminded to maintain a 6 ft physical distance from other ushers for the duration of their service.