

# FUNERAL DUTIES

*Ushers take care of the guests and the sanctuary.*



## Before the Service

1. Turn on sanctuary lights.
2. Place white paraments on communion table, pulpit and lectionary stand: white symbolizes the resurrection hope. (Paraments found in the music closet.)
3. Place reserved signs on the front pews (signs are in ushers closet). Ask Alan how many rows should be reserved for family and friends.
4. Place a box of kleenex in reserved pews.
5. Unlock doors the church doors (Kings Way, Ashantilly, Memorial Garden and Office).
6. Get programs from Director of Communications office (unless they are already in the ushers closet).
7. Place guest book and pen (located in ushers closet) on pedestal.
8. Usher #4 (see "Greet Guests" below) place programs in the parlor for the family.
9. 15 minutes before service begins: Light candles on chancel table - lighter should be on the shelf under the lectern.

## Greet Guests

1. Give guests a bulletin.
2. Usher #1 - Greet guests as they come into the church.
3. Usher #2 - Invite guests to sign the guest book (see "Guest Book" below).
4. Usher #3 - Greet guests at the "office" transept. Close doors once guests are seated.
5. Usher #4 - Greet guests at the "gathering space" transept. Close doors once guests are seated.
6. Usher #4 - FAMILY
  - a. Before family arrives, place bulletins for the family in the parlor.
  - b. Alan leads the family to the gathering space just before the funeral.
  - c. When Alan signals you, open the door to the transept so the family can enter the sanctuary.

## Guest Book: Usher #2

1. If there is a reception after the service, an usher takes the guest book to the social hall DURING THE SERVICE so it will be available for those who didn't have an opportunity to sign before the service.
2. If there is no reception, then give guest book to the family after the service.

## After the Service

1. Extinguish candles.
2. Change paraments. (Paraments found in the music closet.)
3. Straighten hymn books and Bibles in pew racks.
4. Remove litter from pews and pew racks.
5. Lock doors (Kings Way, Ashantilly, Memorial Garden and Office).
6. Turn off lights.

### Parament Colors

WHITE: Communion,, Easter, Christmas, Weddings, Funerals and Trinity Sunday (Sunday after Pentecost)  
PURPLE: Advent & Lent  
RED: Pentecost  
GREEN: Ordinary Time

# SANCTUARY LIGHTS

Sanctuary lights are operated from a pad at the top of the ramp just outside the entrance to the chancel. Keypad code: 1954 (*date on the cornerstone at the front of the church*).

1954

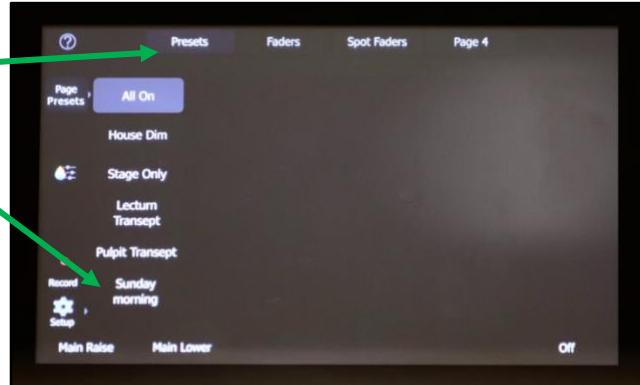


## TURNING LIGHTS ON

### STEP 1

Tap **PRESETS**

Tap **SUNDAY MORNING**



### STEP 2

Tap **SPOT FADERS**

Tap **RAISE SPOTS** until bars reach 85%

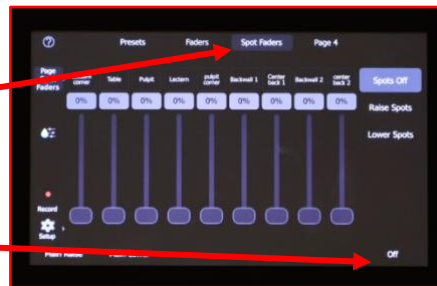


## TURNING LIGHTS OFF

### STEP 1

Tap **SPOT FADERS**

Tap **OFF**



### STEP 2

Tap **PRESETS**

Tap **OFF**

