

		USHERS			SET-UP/TAKE-DOWN			NURSERY		
MAR	1	J. Luebben	S. Mersiovsky	T. Peters	Luebbens	Mersiovskys	Peters	L. Napotnik	S. Napotnik	M. Bailey
	8	M. Bailey	S. Napotnik	D. Velker	Baileys	Napotniks	Velkers	A. Bailey	M. Robertson	B. Jenkins
	15	J. Forshey	M. Veerman	G. Fong	Forsheys	Veermans	Fongs	Re. Musser	Ro. Musser	J. Butler
	22	J. Butler	R. Musser	J. Brumfield	Butlers	Mussers	Brumfields	M. Butler	H. Luebben	J. Luebben
	29	B. Jenkins	M. Robertson	D. Uribe	Jenkins	Robertsons	Uribes	M. Jenkins	M. Fong	G. Fong
APR	5	J. Luebben	S. Mersiovsky	T. Peters	Carpenters	Keelers	Richardsons	K. Peters	D. Velker	Jo. Brumfield
	12	M. Bailey	S. Napotnik	D. Velker	Beerys	Taylor	Royces	J. Velker	M. Leach	M. Veerman
	19	J. Forshey	M. Veerman	G. Fong	Forsheys	Veermans	Fongs	E. Forshey	C. Veerman	D. Uribe
	26	J. Butler	R. Musser	J. Brumfield	Butlers	Mussers	Brumfields	Ja. Brumfield	S. Hughes	T. Peters
MAY	3	B. Jenkins	M. Robertson	D. Uribe	Jenkins	Robertsons	Uribes	A. Robertson	H. Uribe	J. Forshey
	10	J. Luebben	S. Mersiovsky	T. Peters	Luebbens	Mersiovskys	Peters	L. Napotnik	S. Napotnik	M. Bailey
	17	M. Bailey	S. Napotnik	D. Velker	Baileys	Napotniks	Velkers	A. Bailey	M. Robertson	B. Jenkins
	24	J. Forshey	M. Veerman	G. Fong	Carpenters	Keelers	Richardsons	Re. Musser	Ro. Musser	J. Butler
	31	J. Butler	R. Musser	J. Brumfield	Beerys	Taylor	Royces	M. Butler	H. Luebben	J. Luebben
JUN	7	B. Jenkins	M. Robertson	D. Uribe	Jenkins	Robertsons	Uribes	M. Jenkins	M. Fong	G. Fong
	14	J. Luebben	S. Mersiovsky	T. Peters	Luebbens	Mersiovskys	Peters	K. Peters	D. Velker	Jo. Brumfield
	21	M. Bailey	S. Napotnik	D. Velker	Baileys	Napotniks	Velkers	J. Velker	M. Leach	M. Veerman
	28	J. Forshey	M. Veerman	G. Fong	Forsheys	Veermans	Fongs	E. Forshey	C. Veerman	D. Uribe
JUL	5	J. Butler	R. Musser	J. Brumfield	Butlers	Mussers	Brumfields	Ja. Brumfield	S. Hughes	T. Peters
	12	B. Jenkins	M. Robertson	D. Uribe	Carpenters	Keelers	Richardsons	A. Robertson	H. Uribe	J. Forshey
	19	J. Luebben	S. Mersiovsky	T. Peters	Beerys	Taylor	Royces	L. Napotnik	S. Napotnik	M. Bailey
	26	M. Bailey	S. Napotnik	D. Velker	Baileys	Napotniks	Velkers	A. Bailey	M. Robertson	B. Jenkins

RESPONSIBILITIES	RESPONSIBILITIES
<p><i>Please arrive no later than 10:15am</i></p> <ul style="list-style-type: none"> • Locate offering baskets • Pass out bulletins as people enter • When called to collect offering, have one person stand in middle aisle and one on both outside aisles • Deposit offering in bank bag after collection 	<p><i>SET-UP (please arrive no later than 10am)</i></p> <ol style="list-style-type: none"> Nursery <ul style="list-style-type: none"> • Expand Green Room Dividers to cover both sides of the room making a V shape leading to nursery area from the doorway Sanctuary <ul style="list-style-type: none"> • Place two small signs by entrance to parking lot • Place Hymnals and Psalters on every other chair • Close and latch accordion wall between large rooms • Clean bathrooms (supplies located in a bin in the basement): 1. Wipe down sinks & toilet seats, 2. Empty garbage cans, and 3. Stock toilet paper &

paper towels if empty

- Set up chairs (*unless there has been another function during the week, the chairs should already be in place*): 1. 14 arch-backed chairs make a row w/ a center aisle, 2. 12 chairs w/ arm rests make a row w/ a center aisle, 3. 8 flowers/dots should be between each row of chairs, 4. Set up a row of chairs along back wall

TAKE-DOWN

1. Nursery

- Fold up Green Room Dividers

2. Sanctuary

- Sweep hardwood floor of sanctuary (*if needed*)
- Leave chairs in place
- Bring in signs from parking lot
- Pack up all Hymnals and Psalters
- Pick up all bulletins and debris
- Take out garbage and replace garbage bags