

CAROLINE EPISCOPAL CHURCH
SATURDAY 5PM, SUNDAY 8AM & 9:30AM

Spring 2021, Saturday & Sunday Usher/Greeter, Lector/Reader Schedule

| Date | Usher | First Reading | Second Reading | Prayers of the People |
|----------------------|------------------|----------------------|-----------------------|------------------------------|
| 5pm Feb 6 | Dan Johnson | Dan Johnson | Dan Johnson | Dan Johnson |
| 8am Feb 7 | Fred Johansen | Fred Johansen | Fred Johansen | Fred Johansen |
| 9:30am Feb 7 | Gillian Winters | Gillian Winters | Mirjana Ellis | Mirjana Ellis |
| 5pm Feb 13 | | | | |
| 5pm Feb 13 | Eileen Roggemann | Eileen Roggemann | Steve Roggemann | Steve Roggemann |
| 8am Feb 14 | Bob Brown | Linda Sanders | Linda Sanders | Linda Sanders |
| 9:30am Feb 14 | Mark LaSorsa | Mark LaSorsa | Triumpf Qosej | Triumpf Qosej |
| Ash Wednesday | | | | |
| 10am Feb 17 | Gary Mis | Gary Mis | Gary Mis | Gary Mis |
| 7pm Feb 17 | Dan Johnson | Dan Johnson | Barbara Tyler | Barbara Tyler |
| 5pm Feb 20 | | | | |
| 5pm Feb 20 | Bud Kemp | Ginny Apmann | Ginny Appmann | Ginny Apmann |
| 8am Feb 21 | Michael Russell | Barbara Russell | Barbara Russell | Barbara Russell |
| 9:30am Feb 21 | Mark LaSorsa | Mark LaSorsa | Gail Bratone | Gail Bratone |
| 5pm Feb 27 | | | | |
| 5pm Feb 27 | Gillian Winters | Gillian Winters | Gillian Winters | Gillian Winters |
| 8am Feb 28 | Bob Brown | David Elling | David Elling | David Elling |
| 9:30am Feb 28 | Gary Mis | Gary Mis | Angela Sacco | Angela Sacco |
| 5pm Mar 6 | | | | |
| 5pm Mar 6 | Mark LaSorsa | Mark LaSorsa | Mark LaSorsa | Mark LaSorsa |
| 8am Mar 7 | Dan Johnson | Dan Johnson | Dan Johnson | Dan Johnson |
| 9:30am Mar 7 | Bill Harvey | Bill Harvey | Ginny Apmann | Ginny Apmann |

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|--------------------------------|------------------|---------------------------|-----------------|-----------------|
| 5pm Mar 13 | Linda Sanders | Linda Sanders | Linda Sanders | Linda Sanders |
| 8am Mar 14 | Eileen Roggemann | Eileen Roggemann | Steve Roggemann | Steve Roggemann |
| 9:30am Mar 14 | Bud Kemp | Gillian Winters | Gillian Winters | Gillian Winters |
| | | | | |
| 5pm Mar 20 | Mark LaSorsa | Mark LaSorsa | Mark LaSorsa | Mark LaSorsa |
| 8am Mar 21 | Gary Mis | Gary Mis | Gary Mis | Gary Mis |
| 9:30am Mar 21 | Bill Harvey | Bill Harvey | Triumpf Qosej | Triumpf Qosej |
| | | | | |
| Palm Sunday Weekend | | | | |
| 5pm Mar 27 | Gillian Winters | Gillian Winters | Gillian Winters | Gillian Winters |
| 8am Mar 28 | Fred Johansen | Fred Johansen | Fred Johansen | Fred Johansen |
| 9:30am Mar 28 | David Elling | David Elling | Ginny Apmann | Ginny Apmann |
| | | | | |
| Holy Week | | | | |
| Tenebrae Wednesday | | | | |
| 7pm Mar 31 | Gary Mis | Various volunteer readers | | |
| Maundy Thursday April 1 | | | | |
| 7pm | Michael Russell | Barbara Russell | Barbara Russell | Barbara Russell |
| Good Friday April 2 | | | | |
| 10am | Dan Johnson | Dan Johnson | Gail Bratone | Gail Bratone |
| 5pm | Eileen Roggemann | Eileen Roggemann | Steve Roggemann | Steve Roggemann |
| 7pm | Bill Harvey | Bill Harvey | Barbara Tyler | Barbara Tyler |
| Holy Saturday April 3 | | | | |
| 8am | Gary Mis | Gary Mis | Gary Mis | Gary Mis |
| 7pm | Mark LaSorsa | Mark LaSorsa | Angela Sacco | Angela Sacco |
| Easter Sunday April 4 | | | | |
| 8am | Bud Kemp | Gillian Winters | Gillian Winters | Gillian Winters |
| 9:30am | Bob Brown | Mirjana Ellis | Mirjana Ellis | Mirjana Ellis |
| | | | | |
| 5pm April 10 | Linda Sanders | Linda Sanders | Linda Sanders | Linda Sanders |

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|-----------------|-----------------|-----------------|-----------------|-----------------|
| 8am April 11 | Gary Mis | Gary Mis | Gary Mis | Gary Mis |
| 9:30am April 11 | Bill Harvey | Bill Harvey | Barbara Tyler | Barbara Tyler |
| | | | | |
| 5pm April 17 | David Elling | David Elling | David Elling | David Elling |
| 8am April 18 | Fred Johansen | Fred Johansen | Fred Johansen | Fred Johansen |
| 9:30am April 18 | Michael Russell | Barbara Russell | Barbara Russell | Barbara Russell |

Usher/Reader Reminders

Note: The readers will also read the Prayers of the People at each service.

Catherine will send you the readings as attachments by email on Friday afternoon.

The Prayers of the People will be in a binder on the table next to the Lectern.

If you cannot usher or read, please arrange to switch with another usher or reader.

Three manila envelopes will be left in the sacristy on Friday evenings – one for each service, each clearly labelled with the date/time of the service. Each envelope will include the bulletins for distribution to the parishioners.

The Sunday, 9:30am Eucharist will have music and the bulletin includes an insert with the hymns.

Bulletins can only be used for the service as marked and any leftovers should be thrown out.

There is a receptacle in the vestibule.

- **Visitors who are not members of the church should be signed in by the Usher for Covid 19 Tracking purposes.**
- **Eucharist will consist of the bread (no wine). An Usher will let parishioners out of pews slowly from right back to front, and then slowly left front to back. (While maintaining social distancing). Parishioners in the balcony will be signaled to come down for communion after the downstairs is finished.**
- Ushers and Readers should sanitize their hands in the vestibule upon arrival.
- Usher should open windows a couple of inches to let in fresh air.
- When needed, air conditioners (upstairs and downstairs) can be put on. If using them on Sunday leave running until the end of the 9:30am service. Ushers should sanitize their hands before touching the heat or AC controls.
- **No passing of the plate for collection.** Donation plate will be in the vestibule of the church.

- No contact between parishioners and ushers.
- No one can enter without wearing a mask! Extra masks and gloves are available in the vestibule.
- Hand sanitizing units are available in the vestibule and near the communion rail for parishioners, Ushers, and Readers.
- Social Distancing is required.
- Seat individuals in places where there is an **X** on the seat both downstairs and in the balcony.
- Maximum of between 24 and 50 people are permitted in the church for a service.
- Family groups or couples who arrive together may sit together in a pew.
- Any person who feels ill, has a fever, or appears ill should be encouraged not attend the service.
- Usher please arrive 15-20 minutes before the service to give out the service bulletins and greet and seat parishioners in designated areas and open the windows about 1 inch for air circulation.
- Readers should bring a copy of Lectionary Readings to the lectern since no Lectionary Book will be on the lectern.
- Readers are responsible for the FIRST and SECOND Reading, and the PRAYERS OF THE PEOPLE.
- Readers should open by saying “A Reading from _____” and end with “The Word of the Lord”
- Always bow toward the alter before and after the first and second readings.
- When counting attendance be sure to include all serving and the balcony.
- Please be respectful of those already in the church who may be in silent prayer before the service by keeping the noise in the vestibule at a minimum.
- Those in attendance may take the service bulletins home or discard them in a container in the vestibule.
- The downstairs and slype entrance to the church is closed.
- If needed, the bathroom across the slype may be entered from the outside.
- The collection will be counted after the service by the usher and the reader on duty. Gloves are available in the sacristy for use when counting.
- Place the visitor book with stand and the food collection cart outside if the weather is good.

Thank you for your service to the Caroline Episcopal Church.

Gary Mis, Usher/Reader/Greeter Coordinator