USHER CARD

Candlelight usher card

What each usher does before, during and after the candlelight part of a Christmas Eve service.

Before the service

- Put a candle with a paper drip guard in every hand at the door, and keep a box of spares at the back of each section.
- Give battery candles to anyone who asks, and to the families with small children.
- Know where the fire extinguishers are. Set a bucket of water and a damp towel at the front and at the back.
- Keep the aisles and the exits clear of bags, coats and strollers.

During Silent Night

- Light your candle from the Christ candle when the pastor gives the signal.
- Walk to the front row of your section and light the candle of the person on the aisle.
- Stand at the end of your rows and watch the flame pass. Help anyone whose candle goes out.
- Watch for hair, sleeves, hymnals and paper near a flame. Speak to anyone tilting a lit candle.

SCREEN Tip your unlit candle to the lit one

SCREEN Keep your lit candle upright

SCREEN Please blow out your candle

After the service

- Stand at the doors with buckets and collect every candle.
- Walk every row for wax and dropped candles before the lights go off.
- Keep people away from wax spills until they cool. Follow the flooring manufacturer's cleaning instructions or call a carpet cleaner.