

Usher Instructions/Checklist (11 a.m. service)

Revised March 2018

Date: _____ Names of Ushers: _____

(Take the attendance count after the offertory, please)

Attendance: Adults _____ Children _____ Adults in Greeting Area _____

Sanctuary set-up (start no later than 10:30 a.m.)

- ___ Retrieve copies of the 11 a.m. order of service from the basket on top of the mailboxes outside the Minister's office (unless already retrieved by the 9 a.m. usher).
- ___ If not done by the 9 a.m. usher, turn on the sound system.
- ___ If not done by the 9 a.m. usher, place the basket of assistive listening devices from the sound system cabinet near the Sanctuary doors. Check operation. Replace batteries if necessary – spare batteries are in the sound system cabinet.
- ___ If not done by the 9 a.m. usher, place the portable microphone from the sound system cabinet on the pulpit. Check operation and replace battery if necessary.
- ___ If not done by the 9 a.m. usher, distribute hymnals on every other chair and put one hymnal on the small table behind the pulpit and one hymnal on the pulpit shelf.
- ___ Place a fresh glass of water on the pulpit shelf even if already done by the 9 a.m. usher.
- ___ Prop open all four Sanctuary doors with doorstops. (*Wait until 10:45 to do this if choir is practicing.*)

Meeting and greeting (start about 10:45 a.m.)

- ___ Smile and say hello while handing out order of service (1 per family unless requested individually).
- ___ Encourage people to visit the Joys and Sorrows table before the service.
- ___ Encourage people to leave the Greeting Area and enter the Sanctuary. Help people find a seat if necessary.
- ___ Ring the bell in the Greeting Area at about 10:58 a.m.

At start of service (11:00 a.m.)

- ___ Close all four doors. One usher should stay outside the Sanctuary for a while to admit latecomers.
- ___ Help people find a seat if necessary.

During service

- ___ Open and close the doors when the children and teachers leave for R.E.
- ___ Pass the collection plates during the offertory. When the offertory ends, bring the plates to the front and face the congregation during the Dedication. Then place the plates with money on the top shelf on the right side in the sound system cabinet. A scheduled teller will retrieve the plates and count the collection. *See last item below for what to do if a teller has not retrieved the plates.*
- ___ **IMPORTANT: Make a count of adults and children in attendance after the offering (record above).**

After service

- ___ Prop open all four doors with doorstops.
- ___ Accept hymnals as people leave Sanctuary and place them on the rolling book cart.
- ___ Extinguish all candles and chalice.
- ___ Retrieve hymnals left in the Sanctuary and place them on the rolling book cart.
- ___ **Turn off** the assistive listening devices and portable microphone, return them to the sound system cabinet, and turn off the sound system. Leave any microphones on the chancel plugged in and in their stands.
- ___ Pick up any orders of service, coffee cups and debris left in Sanctuary.
- ___ If the Sanctuary is not in use, turn off the lights and close the doors.
- ___ **Important: After finishing all other usher tasks, check whether a Teller has retrieved the collection plates from the sound system cabinet. If that has not happened, advise the Usher/Teller Coordinator (or a board member if the coordinator is not present), who will arrange to count the collection.**

Smile and know your service to our faith community is greatly appreciated!

Write your comments, concerns and suggestions, if any, on the back