

Usher Instructions/Checklist (9 a.m. service)

Revised March 2018

Date: _____ Name of Usher: _____

(Take the attendance count after the offertory, please)

Attendance: Adults _____ Children _____ Adults in Greeting Area _____

Sanctuary set-up (start no later than 8:30 a.m.)

- ___ Retrieve the order of service copies from the basket on top of the mailboxes outside the Minister's office. If a different order of service was printed for the 11 a.m. service, take only the 9 a.m. order of service copies.
- ___ Help arrange chairs, tables, etc.
- ___ Turn on the sound system.
- ___ Place the basket of assistive listening devices from the sound system cabinet near Sanctuary doors. Check operation. Replace batteries if necessary – spare batteries are in the sound cabinet.
- ___ Place the portable microphone from the sound system cabinet on the pulpit. Check operation and replace battery if necessary.
- ___ Place a fresh glass of water on the pulpit shelf.
- ___ Distribute hymnals on every other chair and put one hymnal on the small table behind the pulpit and one hymnal on the pulpit shelf.
- ___ Prop open all four Sanctuary doors with doorstops. (*Wait until 8:45 if choir is practicing to do so.*)

Meeting and greeting (start about 8:45 a.m.)

- ___ Smile and say hello while handing out the order of service (1 per family unless requested individually).
- ___ Encourage people to leave the Greeting Area and be seated in the Sanctuary. Help people find a seat if necessary.
- ___ Ring the bell in the Greeting Area at about 8:58 a.m.

At start of service (9:00 a.m.)

- ___ Close all four doors. Stay near the Sanctuary doors 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 Spirit Play.
- ___ Pass the collection plates during the offertory. When the offertory ends, bring the collection plates to the front and stand facing the congregation during the Dedication.
- ___ After the Dedication, put the collection plates with the money in the sound system cabinet. (Note: Ushers do not count the offering. This is done by an assigned Teller after the 11 a.m. worship service.)

___ **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 the Sanctuary and place them on the rolling book cart. Hymnals not returned should be left on chairs for the 11 a.m. service.
- ___ Extinguish all candles and chalice.
- ___ **Make sure the portable mike and assistive listening devices are turned off.**
- ___ Pick up any orders of service, coffee cups and debris left in the Sanctuary.
- ___ Help arrange chairs and hymnals for the 11 a.m. worship service.

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

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