

# Usher Instructions/Checklist (10:30 a.m. service) Revised May 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.)**

- \_\_\_ Recruit another person to help usher or at least help pass the collection plates.
- \_\_\_ Retrieve the order of service copies from the basket on top of the mailboxes outside the Minister's office.
- \_\_\_ 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 10:15 if choir is practicing to do so.*)

## **Meeting and greeting (start about 10:15 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 10:28 a.m.

## **At start of service (10:30 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 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. The rolling book cart is should be stored along the back wall.
- \_\_\_ 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.

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

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