

Usher Instructions/Checklist (10:30 a.m. service) Revised Nov. 2019

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 a.m.)

- ___ 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 10:28 a.m. and close all but one door into the Sanctuary. The prelude will then begin.

At start of service (10:30 a.m.)

- ___ Close the remaining door. Stay near the 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. The rolling book cart should be stored along the back wall. Collect hymnals left on chairs and place on cart.
- ___ 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