

# Usher Instructions and Checklist

Revised March 2024

<b>Date:</b>	<b>Usher(s) Name(s):</b>		
<b>Attendance (count at convenient time <u>after</u> children depart for R.E. activities) *</b>			
Adults:	Children:	Adults in Greeting Area:	Online:
	(Enter zero if none)	(Enter zero if none)	Get from video operator

<p><b>Sanctuary Setup - start by 10 a.m.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Locate printed order of service (OOS) copies</li> <li><input type="checkbox"/> Help arrange chairs, tables, etc. if needed</li> <li><input type="checkbox"/> Check order of service for needed hymnals</li> <li><input type="checkbox"/> Distribute hymnals on every other chair</li> <li><input type="checkbox"/> Put hymnals on pulpit and table behind pulpit</li> <li><input type="checkbox"/> Put fresh glass of water on pulpit shelf</li> <li><input type="checkbox"/> Prop open doors</li> </ul>	<p><b>During Worship Service</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Quietly</u> open and close doors for latecomers</li> <li><input type="checkbox"/> Open &amp; close doors when children depart</li> <li><input type="checkbox"/> <b><i>Take attendance and record above (get online number from video operator)</i></b></li> <li><input type="checkbox"/> Pass collection plates during offertory</li> <li><input type="checkbox"/> Put collection plates on shelf by doors</li> </ul> <p>Note: Board Welcomer counts collection later</p>
<p><b>Meeting &amp; Greeting - start about 10:15 a.m.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Smile and say hello to worshipers as they enter</li> <li><input type="checkbox"/> Hand out OOS (1 per family unless more requested)</li> <li><input type="checkbox"/> Encourage people to enter sanctuary</li> <li><input type="checkbox"/> Help with finding seats if necessary</li> <li><input type="checkbox"/> Ring bell at 10:28 a.m.</li> <li><input type="checkbox"/> Close all but one door</li> </ul>	<p><b>After Worship Service</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prop open all four doors</li> <li><input type="checkbox"/> Accept hymnals and place on hymnal bookshelf</li> <li><input type="checkbox"/> Collect and shelve hymnals from chairs</li> <li><input type="checkbox"/> Collect paper &amp; other litter and dispose of</li> <li><input type="checkbox"/> Extinguish all candles and chalice</li> </ul>
<p><b>At Start of Service (10:30 a.m.)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Close remaining door</li> <li><input type="checkbox"/> Stay by door to <u>quietly</u> admit latecomers</li> <li><input type="checkbox"/> Help latecomers find seats if necessary</li> </ul>	<p><b>Smile and know your service to our faith community is greatly appreciated!</b></p> <p>Write comments or suggestions below.</p>

\* The R.E. program counts children who are attending R.E. activities

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