

USHERS' RESPONSIBILITIES – rev. 02/07

The primary responsibilities of the ushers are to meet, greet, and seat people in the Sanctuary. Our ushers are the Sunday morning "friendly faces" of our church, not only for the newcomers but also for all who enter and may need some extra help. Please wear your nametags as your name and presence are important for making that connection with others.

1. Background Information

- a. Please be aware of our basic Evacuation Procedures plus the location of the nearest Fire Alarm. The nearest phone for calling "911" is located in the church school office.
- b. If members ask about making announcements, ask them to write them legibly and give them to the office staffer. If no staff person is available, the announcement can be given to the Service Leader.
- c. Head Usher should arrive by 10:00 or no later than 10:15 (with confirmed co-usher)

2. Before Service (10:00 to 10:30)

- a. Pick up from office: Order of Service, money bag, offertory baskets, assisted listening devices/batteries and large print hymnals
- b. Put glass of water on podium for the minister or guest speaker.
- c. Check that the exterior sanctuary door is unlocked. If not, ask a staff person to unlock it.
- d. Turn on lights; open windows if needed
- e. Light candles at 10:30 (extra candles and matches are in Usher cabinet in main office)
- f. Put on usher tag (office will provide, if not, some are kept in desk)
- g. Place small candles in "Joys and Concerns" bowl as needed
- h. Check that switch on FM transmitter located is on (loft at top of stairs nearest nursery - "UP" is on)
- i. Switch on Main PA system power switch on podium
- j. Place hymnals on benches at side and back (2 per each end)
- k. See that flowers are on chancel table at the front of sanctuary. If no flowers have arrived, place extra candles or silk flower arrangement found in flower room, on chancel table.

3. Immediately Prior to Service - (10:30)

- a. Station at least one usher at each entrance
- b. Hand out Order of Service (conservatively, one per couple, etc.) and assist with seating
- c. Sign out assisted listening devices and large print hymnals upon request
- d. Set up extra chairs as needed (folding chairs are under loft stairs)
- e. At 10:40, an usher should move to chapel door to let latecomers know that service will soon begin, so they should enter quietly.
- f. At 10:45, close both sets of doors. Assist latecomers as needed.
- g. From the loft, count number of people AFTER CHILDREN AND TEACHERS LEAVE, and record on card (choir separately).
- h. Pass collection basket after offertory music has commenced
- i. Immediately after collection, take collection to vestibule, place money in bag, and deposit in the slot in the office supply closet door (money should NOT be kept in the Sanctuary).
- j. Leave attendance card and other cards in office "IN" basket (can also be done after the service)
- k. Be alert to any needs of the congregation that might arise (e.g. hymnals)

4. Following the service

- a. Turn off lights and put out all candles.
- b. Return usher tag to wherever you got it (desk in sanctuary or office.)
- c. Close windows and doors
- d. Collect assisted listening devices and check that all are turned off. Return to office.
- e. Collect large-print hymnals; return to office.