

USHERS' RESPONSIBILITIES – rev. June, 2013

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 and they set the tone for the sanctuary/service. This is true not only for the newcomers but also for all who enter and those who 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. At the request of Rev. Leuchtenberger, all announcements **MUST** be approved so please do not give announcements directly to the service leader.
- c. Head Usher should arrive by 9:45 or no later than 10:00 (with confirmed co-usher)

2. Before Service (9:45 to 10:15)

- a. Pick up from office: Order of Service, money bag, offertory baskets, assisted listening devices. These (except order of service) should be placed in the desk at the rear of the Sanctuary. Large print hymnals will be found on the table behind the last pew at the rear of the Sanctuary. The large print gray hymnals should be arranged in "sets" of three.
- b. Check in briefly with Minister (guest speaker) when available for last minute details.
- c. Put glass of water on podium for the minister or pulpit guest
- d. Check that the exterior sanctuary door is unlocked. If not, ask a staff person to unlock it.
- e. Turn on lights and open windows if needed (See Notes on Reverse)
- f. Light candles on the chancel table and the tea candle for joys and sorrows at 10:15 (extra candles are in the flower room in the Emerson hallway; matches are in the pulpit.)
- g. Put on usher tag (office will provide, if not, some are kept in desk at the back of the sanctuary)
- h. Switch on Main PA system power switch in the pulpit. Place "Power" switch "on" in the console behind pulpit against the wall. Switch is near the top of console marked "Power".
- i. 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 (10:15 to 10:30)

- a. Station one usher at each entrance
- b. Hand out Order of Service (conservatively, one per couple or family) and assist with seating
- c. Sign out assisted listening devices and large print hymnals upon request. See special instructions on hearing devices for the loop system.
- d. If we start to run out of seats, encourage people to move towards the middle of the pews to leave room near the aisles for newcomers or sue the balcony.
- e. **Take the small offertory basket to the balcony and ask an adult to pass the basket during the offertory then bring it down and hand it to an usher when they reach the rear of the sanctuary.**
- f. At 10:25, an usher should move to chapel door to let latecomers know that service will soon begin, so they should enter quietly.
- g. At 10:30, close both sets of doors. Assist latecomers as needed.

(Note: The choir will be sitting in the front pews so they will use the regular offertory baskets and do not need a separate, small, offertory basket as they have in the past.)

During and After Service Responsibilities

4. During the Service

- a. From the loft, count number of people in sanctuary and record on card. If the children are in the sanctuary for Moments with Young People, wait until after children and teachers leave to take the count. Include choir and any children remaining in sanctuary in the count, but do not include the minister. If it is a Service for All Ages, count adults and children and provide total on the card.
- b. Pass collection basket during offertory music. Make sure to pass it in the balcony as it is now being used at almost every service.
- c. Immediately after the collection is taken (possible before the music ends), make eye contact with the minister to see when to take collection forward. Then, each usher carrying a basket (or lead usher carrying one basket in each hand), proceed down the central aisle and hand the baskets to the minister or guest speaker.
- d. Be alert to any needs of the congregation that might arise (e.g. hymnals, late seating etc.)

5. Following the Service

- a. Immediately after the service ends, collect the baskets from the chancel table. The Assistant Treasurer (Fran Philippe) may join you. She and one usher should take the baskets and count the cash then Fran will secure the collection for deposit. *If Fran is not there, both ushers should take the baskets to the office and **individually count the cash. Checks should not be unfolded or counted. Record the count on the slips provided, place the money in the bank bag, and deposit in the slot in the office supply closet door (money should NOT be left unattended in the Sanctuary at any time.)***
- b. Leave attendance card and any comment cards in green bank deposit bag
- c. Turn off lights and put out all candles (snuffer on joys and sorrows table).
- d. Return usher tag to wherever you got it (desk in sanctuary or office.)
- e. Open shutters, close windows and doors.
- f. Collect assisted listening devices and check that all are turned off. Return to office.
- g. Collect large-print hymnals and leave them stacked in sets (gray hymnals) on the table behind the last pew at the rear of the sanctuary.

Notes:

The Usher Desk:

The usher desk has two slides in the front to support the fold down desk surface. Please extend these before folding the desk down to avoid damage to the desk. Please close the desk after the service.

Seating:

Do not place any additional folding chairs in the sanctuary as noted in section 2 above. If you expect a large attendance, ask people to use the organ loft. Do not allow children to use the organ loft if not accompanied by their parents.

The left side of the sanctuary usually has more seating than the right side so check there to seat late comers.

Lighting:

Please use the natural light when possible. The switches are in the rear of the sanctuary to the left of the main doors. Please use the minimum lighting required. Special lighting will be required during the Christmas Eve service(s) and instructions will be available before that service.