

USHER INSTRUCTIONS

BEFORE THE SERVICE:

- * **Arrive by 10:00.**
- * **Check with minister** or celebrant for any special instructions
- * Wear your **nametag** and an “**Usher**” badge (in the Usher’s Cart)
- * Make sure **Orders of Service** (OOS) are the **large-print OOS** with hymns are in the basket. If not, check with the Administrator in the office.
- * Make sure **offering baskets** are ready at rear of sanctuary. Locate the zip-lock bag used to take collection to the safe. Complete the form inside the bag.
- * **Reserve seats** at back for yourselves. (“Reserved” signs in Ushers Room).
- * **Greet people** as they come and hand out Order of Service.
- * **Hearing aids** are located in a wall cabinet to the left of the double doors. “Wipes” are available for cleaning the ear piece. Request that the unit be turned off and returned to the cabinet at the end of the service.
- * **Close sanctuary doors** when service starts.
- * Always **model warmth & hospitality**. After the service begins do so by quietly letting people know that the service has begun.
- * **Assist people** in finding seats, if needed.

DURING THE SERVICE:

Take Attendance

- * **Hold the sanctuary doors open** for the children and their teachers as they depart for RE. Count them as they leave (to be added later to the attendance total). Check the loft to determine if there are students and teachers there to add to the total.
- * **Count attendance** at service, excluding paid staff. Add the number of children & teachers and enter total in the black book with red binding kept on the shelf in the Ushers’ Room.

Collection

- * **Start down the outside aisles** when the celebrant announces that the offering will be received. Baskets will be distributed from the side aisles.
- * **Both ushers** take the offering baskets to the Ushers’ Room and put the money and green visitors pew cards (if any) into the zip-lock bag.

Note: Don’t sort or organize bills, checks, etc. Less handling is best.

- * **Fill out the information on the form provided.** (If there is no form in the bag, an alternate form should be on the Ushers’ Shelf).
- * **Both ushers together take the bag to the workroom** and place in the safe located behind the door, under the counter.

AFTER THE SERVICE:

Open doors and thank people for coming and invite them to the coffee hour.

**Thank you for helping to make BUF
a Welcoming Community!**