

USHERS

Modified 9/16/2018

BEFORE THE SERVICE:

- Arrive by 10:00 AM.
- Wear your name tag and usher's badge (in basket in Ushers' Room).
- Check with minister or celebrant for any special instructions.
- Make sure Orders of Service (OOS), both regular and large print with hymns, are in the basket. If not, check with Minister/Service Leader.
- Reserve seats at the back of the Sanctuary for yourselves. Reserved" signs are on shelf in Ushers' Room.
- Find offering baskets in the Ushers' Room. Place in/near reserved seats. Locate zip-lock bag used to take collection to the safe. Begin to fill out the "deposit slip" inside the bag. (If there is no form in the bag, extras should be on the shelf in the Ushers' Room.)
- Determine from the OOS if children are to stay in the sanctuary or go to RE classes.
- Greet people as they come and hand out Orders of Service. Tell families with children whether children will stay in the sanctuary or go to RE classes. Direct families with young children to the front of the sanctuary, on the right, to the designated child-friendly area. Let parents with infants know about the nursery at the back of the sanctuary.
- Hearing aids are located in a wall cabinet to the left of the double doors at the sanctuary entrance. "Wipes" are available for cleaning the earpiece in the cabinet. Show user the "On/Off" switch. Request that the unit be turned off and returned to the cabinet at the end of the service.
- When the service starts, close sanctuary doors.
- Always model warmth and hospitality. After the service begins, do so quietly, letting people know that the service has begun.
- Assist people in finding seats or places for wheelchairs, if necessary.

DURING THE SERVICE:

Take attendance:

- As the children depart for RE, hold the sanctuary doors open and count them as they leave.
- With each usher taking one side of the sanctuary, count people in the sanctuary, excluding paid staff.
- Add the numbers counted and enter in black book with red binding located on the shelf in the Ushers' Room.

Collection:

- When the celebrant announces the collection will be taken, start down the outside aisles. Pass baskets toward the center of the sanctuary.
- Both ushers take the offering baskets to the Ushers' Room and put money and any green pew cards into the zip-lock bag. DO NOT sort or organize bills, checks, etc.; the less handling, the better.
- Fill out the remaining information on the form provided.
- Both ushers together take the bag to the workroom and drop it in the safe located behind the door, under the counter.

AFTER THE SERVICE:

- Open sanctuary doors.
- Thank people for coming and invite them to coffee hour, especially those with handwritten name tags.