

USHERS

Modified 5/2015

BEFORE THE SERVICE:

- * **Arrive by 10:00.**
- * Wear your **nametag** and **usher's badge** (in basket in Ushers Room.)
- * **Check with minister** or celebrant for any special instructions.
- * Make sure **Orders of Service** (OOS) and the large-print OOS with hymns are in the basket. If not check with Tammy in the office.
- * Make sure **offering baskets** are ready at the rear of sanctuary. Locate zip-lock bag used to take collection to the safe. Complete the "deposit slip" inside the bag
- * **Reserve seats** at back for yourselves. ("Reserve" signs on shelf 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 quietly letting people know that the service has begun.
- * **Assist people** in finding seats, if necessary.

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 and note the number. **Check the loft** to determine if there are students and teachers there to add to the total.
- * Count number in congregation, excluding paid staff. Add number of children/teachers and enter total in black book with red binding located on the shelf in the Ushers' Room.

Collection

- * Start down the *outside aisles* when the celebrant announces the collection will be taken.
 - * Baskets will be distributed from the side aisles.
- Both ushers** take the offering baskets to the Ushers' Room and put money and green pew cards (if any) into the Ziploc bag.

NB: Do not sort or organize bills, checks, etc. The less handling the better.

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).

The form, money, and green visitors pew cards (if any) go in the bag. Both ushers together take the bag to the workroom and place it 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.**