

HEAD USHER CHECKLIST

(More details on subsequent pages)

revised March 7, 2017

At least one week before: Get seven (7) ushers for each Sunday

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Before Service:

- Be in narthex by 10:10 (other ushers by 10:20)
- Assign ushers to doors and offering collection aisles
- Make sure lights are on
- Take bulletins up to the balcony table
- Hand out bulletins
- Light candles at front of sanctuary
 - o Either ask a youth to do this or,
 - o Go down during the prelude to light candles from candle-lighter
- Check prayer request box (one on each side in narthex) and give requests to Pastor

During Service:

- Count attendance & place total number on secretary's desk (see page 3)
- Take offering (including balcony) – bring offering forward during the Doxology and place it on communion table. If it is communion Sunday, place them on the stage to the sides of the table.
- Having an usher out in the narthex during the service is helpful to assist late comers in seating, open the doors after the Chat with Children, preparing for offertory and any emergencies that arise from the nursery. One of the windows at the back of the sanctuary may be opened.
- During closing hymn, extinguish the candles in the front of the sanctuary after lighting the candle-lighter from one of them to carry the light of the church out into the world.
- Lock east and west doors at 11:00 a.m.

After the Service:

- Count cash in the offering plates along with Elder on Call (or other church officer if elder is unavailable)
- Turn off all lights-
 - o Location 1 Sanctuary breaker box in hall behind sanctuary and parlor, breakers 8,22,29,30 and dimmers
 - o Location 2 Balcony 1 switch just outside of door to balcony, 2 switches in balcony
 - o Location 3 Coat room and parlor (also switch in coatroom controls spotlights in hall)
 - o Location 4 Check hallways on every level
 - o Location 5 Narthex switches by both doors
- Check that all doors are locked –
 - o 2 front
 - o 1 east drive
 - o 1 west drive
 - o 2 doors on the south (1 by the elevator and 1 at the back of the sanctuary that goes down to the kitchen)

THANK YOU FOR YOUR SERVICE!

HEAD USHER DUTIES

Reference Sheet

The week prior to the service

Seven ushers are needed each Sunday. 4 Ushers are needed to hand out bulletins and warmly greet people at the sanctuary entrances. 1 person is needed to take the offering in the balcony. 2 additional ushers will help collect the offering.

Prior to and during the worship service

If the lights are not on in the sanctuary and balcony, be sure to turn them on—they are normally on.

Be in the narthex by 10:10 A.M. on Sunday morning and have ushers in place, covering both sanctuary entrances, by 10:20 a.m. to hand out bulletins. The bulletins are on the heaters by the sanctuary doors. There are three different sets of bulletins: (1) regular worship bulletins; (2) a few large print bulletins for those with vision problems; and (3) a special children's bulletin. Take some bulletins upstairs and put them on the table just outside the balcony. Check to make sure an offering collection plate is also there.

Offering plates are kept in the coat room across from the parlor; place six collection plates in the narthex, three on each heater top located on each side of the narthex pew.

The glass windows at the back of the sanctuary stay closed during the service for heating and cooling purposes. In the summer months try to keep the sanctuary doors closed also.

Record attendance. During the service, count the number of people in the sanctuary, balcony, choir and nursery (don't forget yourself!) and leave the total number on the secretary's desk in the church office. The attached counting tool may be helpful, as it is roughly the layout of the pews and can make counting easier.

Prayer Request Box. Please check the two (2) prayer request boxes that are located on the desks by the west and east front door entrances each Sunday and see that the Pastor receives the information.

Taking the offering. Special Note: The head usher should ask the ushers collecting the offering to refrain from any movement during the Lord's Prayer; they should avoid moving to the back of the sanctuary until the Lord's Prayer is concluded.

In the sanctuary, send six ushers down (1 down far east side aisle, 2 down east center aisle, 2 down west center aisle, and 1 down the far west side aisle) to front of sanctuary where they will then begin collecting the offering from front to back. After the offering has been collected, send 1 usher back down the 2 center aisles (total of 2 ushers) with the offering plates (consolidate the offerings into two plates) to stand during the dedication prayer; then place the plates on the Communion table. ON Communion Sunday's, place them on the stage behind the table

Assisting with Communion. On Communion days, have two ushers available to take the communion serving plates from the communion servers and deliver them to the kitchenette.

After the worship service

After the worship service, all lights need to be turned off in the building EXCEPT THE ELEVATOR LIGHT. Check the sanctuary and balcony, as well as the classrooms, restrooms (make certain no water is running), hallways and stairwells on all three floors of the church.

Lock ALL doors, 2 front, 1 east drive, 1 west drive, and 2 doors on the south (1 by the elevator and 1 at the back of the sanctuary that goes down to the kitchen).

Emergency Information

In case of emergency, use a cell phone or the phone in the office, to call 911.

FIRE EXTINGUISHERS are located on the main floor across from the elevator (in the hallway between the chapel and the kitchenette); on the easternmost end of the narthex by the coat rack; and in the back hall by the choir loft (below the circuit breaker). There is one located at the west entrance door. Upstairs, there is one on the wall next to closet behind sound board, there is one on the 3rd floor in the main hallway and one in the back hallway. In the basement there is one across from the elevator, one by the east basement steps, one in the kitchen by the large cook stove and one outside the kitchen across the hall from the phone. You should make yourself familiar with these locations.

****We have noticed that having an usher out in the narthex during service has added to the efficiency of our service; assisting late comers in seating, opening doors for Chat with the Children, preparing for offertory and any emergencies that arise from the nursery. *This will be a decision for you to make.*** If you would like, you can open one of the glass windows at the back of the sanctuary to see and hear service.

Sunday Money Count Instructions

(rev August 2014)

Immediately after worship, the Head Usher and the Elder on call will get the offering plates from the front of the sanctuary and take them to the library. If Elder on call is not available, Head Usher would recruit a church officer to help. You will be responsible for control and oversight of the plates in taking them to the library to count after worship.

Please remember to keep all issues related to what people give, confidential!

1. If you can see that an envelope doesn't contain cash, it doesn't need to be opened.

Open any envelopes in the offering which may contain cash, keeping the envelope with the check or the cash. (It is very important to keep it with the envelope.)

2. They will count all cash and coin, tallying on the count sheet, the number of \$20 bills, \$10 and so on down to coins.

3. Return cash or checks to envelopes they came in, so Financial Sec. can give appropriate credit for the gift.

4. Both counters will sign the count sheet and drop it in a locked "dead box" in the library, to which only Annette has a key. The dead box is located on the shelf above the mailboxes on the West wall by the office door.

5. Money should be placed into the blue bank bag and slid into the deposit slot on the safe in the "teacher supply closet" between the Pastor's office and the office.

6. Judy comes and counts the offering and enters it into appropriate categories, as usual.

7. When Annette gets the deposit slip, she compares it to the count sheet she has (at some time during the week) retrieved from the dead box.

8. Annette is only responsible for emailing Pastor and Admin Chair, of any discrepancies. She is not to look into it and try to figure out what may have caused them.

Please remember to keep all issues related to what people give, confidential!

HEAD USHER COUNT SHEET

DATE _____

\$100 _____.

\$50 _____.

\$20 _____.

\$10 _____.

\$5 _____.

\$1 _____.

Coin _____.

TOTAL _____.

Counted and Verified by _____

Counted and Verified by _____

Please remember to keep all issues related to what people give, confidential!