

Lead Usher instructions (revised 08-2-13)

The group will be responsible for **completing or assigning** several tasks on Sunday AM. The corps will rotate Sundays and use the current usher sign-up sheet or Volunteer Spot to sign up. This is the checklist that should be used.

30 minutes before the service

- Make sure that the correct hymnals are available for that service.
 - Put one cart of hymnals inside the back entrance to Emerson and the second cart near the front entrance to Emerson.
 - Put correct large-print hymnals and Braille hymnals on the hall table (found in the left-hand cupboard of the credenza).
- Collect the orders of service from Amy's office. There are often inserts that need to be collated.
- Open the Emerson doors.
- Bring out hearing assistance devices (in credenza right-hand drawer) and place on table in Emerson Lobby. Check to see that they turn on. Batteries are in the main office closet.
- Check to make sure there are enough stones (outside the bowl) on the Joys and Sorrows table in Emerson.
- Check to make sure hand mike is on table and sound system is turned on.
- Set up three chairs in the back of Emerson for ushers.
 - Put reserved signs (found in credenza right-hand drawer) on the usher chairs.

20 minutes before the service

- Assign and instruct one usher for the balcony who takes upstairs ~20 Orders of Service, checks for correct hymnal, and checks to make sure there is a basket for the collection. Ask balcony usher to bring balcony collection downstairs and report balcony attendance count immediately after offering is complete.
- Designate a microphone carrier (for intro of newcomers and Joys/Sorrows).
- Check to make sure speaker in Emerson Lobby and balcony hallway is on (note switch is on the back, check power plug at both ends).

10 minutes before the service

- Ring the gong in Channing, Lobby, and Hall, flash lights in Channing (gong now is hung on wall in Amy's office).
- Light the small candle used to light the chalice.
- Encourage congregants to enter Emerson.
- If necessary, recruit a 3rd usher for taking offering downstairs if not enough signed up. (This should be done as soon as possible.)

10:00 (at start of service)

- Close the doors upstairs and down. Two ushers should stand in the lower Lobby, upstairs usher stands in hall.
- Have those waiting listen in hall.
- If necessary, set up folding chairs in the lobby for the temporary use of latecomers who cannot stand while waiting.

At First Latecomer Seating Opportunity

- Open the Emerson and balcony doors and have ushers direct latecomers to seats, close the doors when all are in place.
- Fill all seats with help of other ushers, check to see if extra seats are available in balcony.
- Put up folding chairs in the back as needed.

During Service – Newcomer Introductions, Joys and Sorrows

- Get the front mike and turn on for newcomer introductions and stay near the front to control mike for spoken Joys and Sorrows. Note: make sure mike stays on, assist mike users as necessary to insure they can be heard.

Offering

- Use three people downstairs if at all possible and try to stay together as the plates are passed.
- After collection count attendance – everyone including choir. If it is an intergenerational service include the children in the count.
- Take the collection to the rear of Emerson and store on credenza .

After the service

- Take the collection to office and have two people count.
- Collect the hymnals from Emerson (check under chairs) and check for Joys/Sorrows card in the back of the book, extra cards are in the credenza right-hand drawer.
- Turn off hearing devices and store basket in right-hand drawer of the credenza.
- Fill out all the paperwork and turn envelope with collection over to Amy Lent, if present. If she is not there try to find Treasurer or Assistant Treasurer.
- Check out podium and clear out old stuff – water glasses, pencils, pens, etc.
- Treat yourself to coffee!