

Lead Usher Corps tasks (revised 2-23-15)

The Lead Usher is responsible for **completing or assigning** several tasks on Sunday AM. The following is a checklist for Lead Usher tasks.

30-45 minutes before the service

- Make sure that the correct hymnals are available for that service.
 - Put one cart of hymnals near the back entrance to Emerson and the second cart near the front entrance to Emerson.
 - Put correct large-print and Braille hymnals on the lobby table. Braille volumes are found in the left-hand cupboard of the credenza, while large print ones are in the right bottom drawer.
- Collect the orders of service from Amy's office. There may be inserts that need to be collated; recruit assistance as needed. The work room table is a good place to stuff inserts.
- Open the Emerson doors.
- Bring out basket with hearing assistance devices (in credenza top right-hand drawer) and place on table in Emerson Lobby. Check to see that they turn on. Batteries (and sometimes extra devices, if the count in the basket is low) are in a locked closet in Alyssa's office (the one with the lobby window). Access instructions will be provided by email, or ask the custodian for assistance.
- In that same credenza drawer are pink Usher buttons, the Sunday Service Logbook, the Offertory plates, and Reserved signs for usher chairs. Get everything out.
- **NEW!** On Family Chapel days (generally 1st or 2nd Sunday of the month; check in the lobby if you're not sure), use pew clips with cord and signs (in same credenza drawer) to block both ends of 2 full rows near rear on piano side of Emerson, for Family Chapel parents. (remove cord when parents arrive at ~10:25)
- Set up the Sunday Service Logbook. Check on whether there are blocks to enter comments on the lead page, and place a clean page there if needed. Put today's date in the next clean block. Leave the logbook standing (for visibility) on the credenza, with a pen, and put a chair at the credenza.
- **NEW!** Get the stones bowl and yellow card tray out of front Joys and Sorrows table drawers (left and right drawers, respectively). Be careful; the bowl with stones is heavy! Scatter ~30 stones around the bowl.
- Check to make sure hand microphone is on table and sound system is turned on.
- Set up three chairs for ushers, but we suggest you put them near the sink in the back of Emerson so that they're less likely to be sat in by others before they're needed by ushers. Put the reserved signs from the credenza drawer on the chairs.

20 minutes before the service

- Assign and instruct one usher for the balcony who takes upstairs 18-20 Orders of Service, checks for correct hymnal, and checks to make sure there is a basket for the collection. Balcony usher can also turn on the speaker in the balcony hallway. 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 is on (note two switches on the back, check power plug at both ends).
- If the Order of Service indicates less than 4 ushers have signed up, recruit someone to assist with the offering downstairs.

10 minutes before the service

- Ring the chime or gong firmly and loudly in hall, front lobby, and Channing; flash lights in Channing. Use the small chime set on the shelf in Amy's office, or the gong and stick hanging across from her desk, near the door to the inner office. You can bring the chime or gong to the Emerson lobby for convenience; return it after the service.
- Light the small votive on the chalice table, used to light the chalice. Matches and extra votives are in the table drawer.
- Encourage congregants to enter Emerson.
- Remind Rev. Sam about the Offertory Gratitude.

5 minutes before the service

- Ring the gong again, loudly and in all locations, as above. Blink the lights in Channing again.

10:00 (or when Gathering Songs are over and service is about to begin)

- Close the doors upstairs and down. Two ushers should remain in the lower Lobby, balcony usher stands in hall.
- One usher should go to main lobby to post or uncover on sign stanchion the printed instructions about Emerson access and availability of service audio and video in Channing.
- Wait with late arrivals in Emerson lobby. Encourage quiet; those who wish to converse should go into the hallway. Give Orders of Service and hymnals to all arrivees, to facilitate quick entry.
- If necessary, set up folding chairs in the lobby for the temporary use of latecomers who cannot stand while waiting (or direct them to Channing).
- Baskets for hearing devices and Orders of Service should remain on the lobby “halfmoon” table so that items can be returned there after the service.

Latecomer Seating Opportunity (when first hymn is introduced; directly after Chalice Lighting)

- As hymn is being introduced, open both front and rear doors to Emerson and balcony door. Ushers should enter first and actively assist entrants in finding seats. Verify that doors are closed when hymn ends.
- If seats are in short supply, check for extra seats in balcony. Put up folding chairs in the back as needed.
- **After this point, there is no need to control the door; latecomers can enter and be seated as they arrive. Assist any arrivees in locating seats.**
- One usher should stay near the rear door (but inside) until the children leave, to invite arrivees to enter.
- On Family Chapel days, ensure that parents arriving from Chapel are welcomed in, remove cord and signs from reserved rows, and assist in finding additional seats as needed.

During Service – Microphone assistance for Newcomer Introductions and Joys and Sorrows

- Turn on the front mike for Newcomer Introductions and carry it to any who stand or raise their hand to introduce themselves or their guests.
- For Joys and Sorrows, stand at the front near the stones table to control the mike for spoken Joys and Sorrows. Make sure the mike stays on, and assist users as needed to ensure they can be heard. Prompt anyone who forgets to state their name.

Offering, attendance count, and end of service

- With 3 ushers and 4 plates, have one usher in center aisle with 2 plates and one usher in each side aisle. Wait at rear during the minister’s Offertory introduction, and until the Offertory music begins, and then process together to the front and begin passing the plates.
- When the offering and musical selection are complete, 2 ushers should wait at the rear of the center aisle with 4 plates (2 each, stacked) until Sam gives the signal, then process to the front, turn and face the congregation while Sam gives words of gratitude for the Offertory. When Sam is done, ushers process down opposite side aisles (or the center aisle as an option) to the rear and place the collection plates on the credenza. (Offertory gratitude ritual occurs only when Sam is in the pulpit; skip this when there are pulpit guests.)
- The 3rd usher can take (or start) the attendance count during the Offertory gratitude. Everyone, including the choir, should be counted, and the number recorded. **For intergenerational services, children must now be counted and recorded separately. NEW! A separate choir count is needed (include Matt), although the choir is also included in the total adult count.** For getting the separate children’s total, it might be easiest to count everyone and then count children and subtract, rather than try to maintain two totals in your head, but do whatever works for you.
- As the chalice is being extinguished to end the service, open all doors and place the plastic chocks to hold them open.

After the service

- Take the collection to office and have two people count. Ensure that the balcony collection and attendance number are included. Fill out the form found in the “Sunday Drop Box” to record the collection and attendance count (children and adults separately for intergenerational services, and choir broken out but also included in adult total).
- Put the collection money and paperwork in the labeled zipper satchel and turn it over to Amy (or the Treasurer or Asst Treasurer - Sue Berzinis and Reese Satin, respectively) to put in the safe.
- Collect and reshel/neaten the hymnals from Emerson (check under chairs) and check for yellow Joys/Sorrows card in the back of the books. Extra cards are in the credenza right-hand drawer. Return unused or discarded Orders of Service to the office for recycling.
- Turn off hearing devices and store basket in right-hand drawer of the credenza. Put the Sunday Service Logbook away in the credenza drawer; also the offertory plates, and usher buttons (and pew clips/cords when they have been used). Return Braille and large-print hymnals to their proper spots.
- Check pulpit and clear out old stuff – water glasses, etc. Then treat yourself to coffee!