

FUUSA Ushers' Duties (Detailed Instructions)- Emerson Community Hall (12/10/08)

Left column = task <i>Bold:</i> also on summary instructions.	<i>Right column = specifics. More detailed explanations are on reverse of this page</i>
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Before the Services

Locate 4 collection plates, attendance book, usher Welcome tags	Collection plates, basket for balcony collection, and usher Welcome tags are in or on credenza at rear of Emerson Hall. The Attendance Book (in which attendance and weather, are recorded is now located in the FUUSA office on the shelf next to the Financial Forms Notebook. The information may also be put on the collection envelope left out on the desk in the office for you.
Usher Welcome tags	Please wear Welcome tag along with your personal name tag
Collect Orders of Service from office	Put Orders of Service from the office on table just outside Emerson Hall. Balcony usher – take approximately 40 orders of service to balcony. Leave on table just inside door to balcony.
Hymnals	Hymnals should be on the rolling carts outside Emerson Hall.

10-15 minutes before the service begins, two (goal is to have three) ushers at the principal door from the hallway to Emerson. One usher at entrance to balcony.

Greet attendees, hand out Order of Service	.
Be sure people pick up hymnals	Hymnals are available outside Emerson Hall on the first floor and at the entrance to the balcony on the second floor
Direct newcomers with children.	To the RE Office (details on reverse)
Direct newcomers wanting information or name tags	To the Welcoming Table in the lobby (at 405 Washington entrance).
Light one candle	In preparation for the chalice lighting.

10 minutes before service begins

Ring the gong in Channing Hall	To signal that the service is about to begin. The gong is presently located just inside the entrance to the Sanctuary. Blink the lights to get attention.
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5 minutes before the service begins

Encourage folk to move to center of rows	<u>Main Floor.</u> Direct people to the carts with hymnals (encourage sharing), and written joys and sorrows, and distribute orders of service. Direct people to front seats and seats on opposite side, and in the middle of sections in Emerson Hall as they enter. Be prepared to put out additional seats in rear if necessary. <u>Balcony.</u> Distribute hymnals (also encouraging sharing), and distribute orders of service. Encourage people to move across balcony to far side and center for seating.
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During the service

Let latecomers file quietly in the back and wait till announcements are over to be seated.	The prelude music ends. The chime will be rung from the stage. The doors to Emerson and the balcony should be promptly closed. An usher should be at each door to make sure that late comers wait until doors are opened. The rear door should be closed after the ringing of the chime from the stage, and opened for seating breaks as noted in the order of service. <u>Balcony.</u> Close door at the same intervals as for the main floor.
Seat folks after announcements conclude	
Close doors	The chime is rung from the stage. Close all doors until the first hymn and at locations noted in the order of service when late arrivals may enter.
Hymn #1, open doors, seat latecomers	To allow latecomers in when hymn is announced
When kids leave, let returning parents in	Allow returning parents and latecomers in

Welcome guests & visitors, take cordless microphone around	Front usher takes cordless microphone (turn switch to On to speakers introducing themselves (details on reverse). The microphone will be located in front of the Hall.
Joys and Sorrows	Front usher manages the portable mike for line of folk who wish to speak. <u>Hold the microphone</u> in your hand until all the silent folk have moved their stones. <u>Then</u> pass mike to the first person who is waiting.
Offering - Pass the collection plates, bring up front when music stops Count attendance while you pass	Ushers take the four plates to front of Emerson. There should be an usher on each side and at the center aisle. One usher on each aisle, using different plates on alternating rows. Count adults on your section for attendance book. If this is an Intergenerational service, include kids in you count.. Please do not return plates while the music is continuing. Wait until it stops.

After the service

Open all the doors to Emerson Hall	Each Usher opens nearest door.
Remove any folding chairs	Other ushers fold and stack as necessary.
Tidy seats. Collect hymnals and restock hymnals as necessary	Collect hymnals, particularly the ones left in slots underneath seats, and return to carts outside Emerson, and any completed cards to office. Collect trash. Make sure that there are two cards in each hymnal: a blue visitor information card, and an orange joys and sorrows card, More of these can be found in the office supply closet,.
Record attendance	And weather conditions (or other factors affecting attendance) in the Attendance Book
Completed visitor cards, joys/sorrows cards	Take to office and put in Sunday Drop Box (in basket on the peninsula)
Count the collection	Take collection promptly to office. See details below.

DETAILS

Visitors with children: Direct newcomers to the RE Office if they are accompanied by children. If people arrive with small children or babies, let them know they can use the nursery and preschool (see RE Office) or listen to the service in the Library (when sound becomes available) if they prefer, or if their children become restless during the service. (This should be a lesser problem as the intent is to intercept visitors by the greeters at the door or Information Table outside of Channing Hall.

Extra seating and latecomers: *If greater effort is made to encourage people to sit in front, in center seats, and to far side, this may be a smaller problem.* Allow latecomers to be seated as indicated in the Order of Service. Sit near the door to control entrance and to provide assistance as needed. If all the seats are full, folding chairs may be added at the rear of Emerson. The folding chairs are located at the rear of Emerson Hall. If any chairs are in aisles please remove them promptly so as not to block the aisle.

Cordless microphone: Please turn cordless microphone on before it is used, and off after it is used.

Count the collection

- On Dave's desk in the office you will find a collection envelope and Receipt of Monies form.
- On the Receipt of Monies Collection Plate form put your name, the date, which service the collection is from. Write the number of checks (but do not add them up.) For cash: Stack bills neatly by denomination, face up please, count and write the total on the form. Do not count coins.
- If there is cash in an envelope with name and purpose written on it, leave it in the envelope, do not add it to the collection total, and mention the envelope on the form.
- Put Food Pantry donation envelopes in an envelope labeled "Food Pantry" (if they haven't already been collected by the Food Pantry volunteer.)
- Place the form, checks and money in the envelope and leave in yellow box labeled Finance near mailboxes and Dave Stone will put it in the safe before he goes home.