

## USHER'S CHECKLIST

Please read the complete usher's instruction sheet before you come, then use this for last minute reminders.

### BEFORE THE SERVICE

Arrive at the church at least **20 minutes** before the service. Let the minister know you are there.

Ring gong in Channing 10 minutes before service. Blink the lights to get attention.

Be sure people pick up hymnals  
Greet attendees, hand out Order of Service  
Encourage folk to move to center of rows

### SERVICE

Ushers will open doors for latecomers at the end of announcements  
Seat folk after announcements conclude  
Close doors

Hymn #1, open doors again, seat latecomers  
After kids leave, let returning parents in at appropriate break in service

Welcome guests & visitors, take cordless microphone around  
Joys and Sorrows - one usher manages mike for line of speakers - hold it till the silent folk are done, then pass it to the first speaker.  
Offering - Pass the collection plates, bring up front when music stops  
Count attendance while you pass

### AFTER SERVICE

Open all the doors  
Remove any folding chairs  
Tidy seats  
Roll cart in to collect hymnals, restock hymnals with cards as necessary  
Record attendance  
Take completed visitor cards, joys/sorrows cards to office  
Two ushers count the collection together