

Usher summary sanctuary 12-10-08

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 or guest presenter know you are there.

Be sure that the following are available to bring in quickly when meditation ends: Gong, hymnals, collection plates, Braille and Large Print hymnals, orders of service. Hymnals can be in cart outside door.

Remind the greeter to send folk to the sanctuary
Light one candle in preparation for chalice lighting,
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 far end 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 speakers - take cordless mike and pass it down row as needed.

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