

USHER CAPTAIN – FELLOWSHIP HALL CHECKLIST

10:45 Worship Service Updated 07/28/2016

**Worship supplies are stored in Room 401.
Bulletins will be on the Welcome Table.**

PRIOR TO SERVING AS USHER CAPTAIN

- Plan to **arrive** at church to begin your usher captain duties **at 10:15 AM**.
- Check the bulletin and with the ministers for any special set up for baptism, communion, hearing assistance devices, etc.

BEFORE SERVICE (10:15am-10:45am)

- Place cross and candle on worship table at front of worship space. **Candle is battery operated, (so does not need to be lit). Switch to turn it on is on the bottom.**
- 1st Sunday of Month is Stock the Pantry Sunday.** Place a food basket near the entrance door.
- Communion is usually served on 1st Sunday of Month.** Communion stewards will set the table.

AS THE SERVICE BEGINS

- Greet all worshipers**, distributing **bulletins** to worshipers as they arrive.
- Hearing assistance devices are available and functional for use during this temporary relocation.
- Notebooks containing large print hymns are available on the welcome table.
- During the announcements, distribute the fellowship folders to end person on each row in each section.

DURING SERVICE

- Usher Captains are to remain at the back of Fellowship Hall (behind worshipers)** throughout the service for emergencies or special assistance.
- Before the Offering, one usher needs to walk through the church and **lock all doors to ensure security and no unauthorized persons are wandering the halls. Turn off coffee pot and hot water urn on the Patio.**
- For Offering:** Six persons (ushers and usher captains) will be needed to pass the offering plates; two for each section (three sections).
- Count the number in attendance; record the number on the attendance clipboard in Room 401.

AFTER SERVICE

- Place remaining papers (bulletins, printed sermons, etc.) in the RECYCLE basket.
- Pick up any other trash and place in wastebasket.
- Pick up fellowship folders, remove, and date completed sheets.
- Return to Room 401 all fellowship folders, candles, and cross on the table. Please leave the children's clipboards on the table.
- Take the coffee pots (in Carter Creek Foyer and Children's Center hallway) to the parlor kitchen.
- Take attendance sheets to the church office and place on volunteer desk.
- If you haven't already done this, record the attendance on the attendance clipboard in Room 401.
- Report worship supply needs, missing items, etc. to a pastor.
- Please walk through the entire building and turn off all the lights.**
- Lock up, close up. **Did you turn off the coffee pot and hot water urn on the Patio?** PLEASE BE SURE ALL DOORS ARE LOCKED.

Make it a great week... and continue to serve the Lord in all you do!