

USHER CAPTAIN – SANCTUARY CHECKLIST

10:45 Worship Service **Updated 04-2016**

PRIOR TO SERVING AS USHER CAPTAIN

- Plan to **arrive** at church to begin your usher captain duties **at 10:00 AM.**
- Check the newsletter, call the office or check the bulletin for names of ushers.
- Introduce** yourself to ushers and each other upon arrival.
- Review instructions with ushers.**

BEFORE SERVICE (10-10:45)

- Air conditioning is programmed. In case of an emergency, contact Pastors Ted or Marie.
- Open all doors to sanctuary.** Ministers will turn on the sound system.
- 1st Sunday of Month. Put out the food basket in the Narthex.**
- Until further notice, keep lights off in chancel area.** Turn on **lights** in sanctuary, narthex and chancel (switches are to your right in room on pulpit side). As you face the wall, position switches per diagram below.



Flip eight switches to the right up.

- Place **bulletins** on tables in narthex, Gordon Street entrance and by church office (if not already in place).
- Chancel flowers.** Place flowers (usually in parlor kitchen or office window) on stand(s) in corner(s) depending upon the number of arrangements.
- Make sure all **6 offering plates** are in the deacons' closet. If not, may need to get from the office.
- Place fresh **bottled water** (from deacons' closet) at the pulpit and by the chairs for ministers and liturgists.
- Light Christ candle (tall candle).** Light candles on communion table, if present. Brass candle-lighter and butane lighter are on shelves beneath the communion table. **On last Sunday of the month, refill the Christ candle.** Liquid wax is in deacons' closet.
- Special instructions**, check with minister and read bulletin.
 - o **Reserve pews** for:
 - Families for baptisms
 - Communion servers (1st Sunday of the month)
 - Children's/Youth/Bell Choirs (Check with choir directors)
 - o Put out rose/flower for **births**
- Hearing Aids**
 - o Take Basket of hearing aids from deacons' closet and place on the table to the right of the double doors as you enter the sanctuary. Check each hearing aid to make sure it is working. (Batteries are in the deacons' closet, if needed)
 - o Clean hearing aids with baby wipes in the deacons' closet.
 - o **PLACE TWO HEARING AIDS AT THE GORDON STREET ENTRANCE** and turn on the light illuminating the stained glass wall artwork (switch at bottom).
- As ushers arrive**
 - o Give each one a needlepoint usher tag (match parament colors on pulpit)
 - o Assign ushers to their positions where they will remain thru the 1st hymn (except for usher by entrance to church office) to welcome worshipers, distribute bulletins and children's activity clipboards:
 - 1 – Gordon Street entrance (close this door at 10:45)
 - 1 – entrance by church office (**remain during entire service**). **If no usher, lock the door.**
 - 2/3 – narthex
 - o Assign ushers to distribute **fellowship pads** during announcements.
 - 22 for each side (Narthex ushers); can have two ushers for each side; one begin from front and one begin from back and meet in the middle.
 - 12 (max.) for the balcony (Gordon Street usher)
 - o Ask narthex ushers to count the number of pads needed to distribute; this usher will place one fellowship pad on the end chair of the three rows in choir loft.
- After announcement, close sanctuary doors.

SEE REVERSE SIDE FOR REMAINDER OF CHECKLIST

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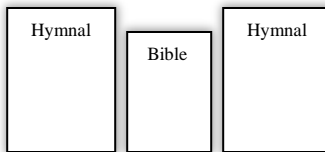
10:45 Worship Service **Updated 04-2016**

DURING SERVICE

- Confirm ushers are at entrances to greet, distribute bulletins and seat **late arrivals thru 1st hymn.**
- Assign an usher to remain at entrance by church office during service. If no usher, lock the door.**
- Shortly after service begins, assign ushers to positions to take **offering.**
 - o 4 ushers with 4 plates – sanctuary
 - o Usher captain with 1 or 2 plates (depending upon attendance) – balcony
 - o After offering, stack the plates (add offering from balcony); ask 2 ushers to take to front.
 - o **1st Sunday of Month. Assign 2 ushers to carry one food basket to front with offering.**
- Lock the Gordon Street door after the 1st hymn.**
- Walk thru church to ensure security and no unauthorized persons are wandering the halls. Turn off coffee pot in the Patio.**
- Count attendance in sanctuary during Young Disciples' Time. Include choir members, ushers, and children in the nurseries (Rooms 108 and 103). Record attendance number on clipboard in deacons' closet.
- BEGIN RECORDING OF WORSHIP SERVICE.** Instructions and key are kept in the envelope in the far top right mail slot labeled "Sanctuary". Mail slots are on the counter to the right of the sink in the church office.
- Remain in narthex** throughout service for emergencies or special assistance.
- 1st Sunday of month.** Ask ushers to open doors for communion servers.
- After the benediction, prop open sanctuary doors to the narthex.

AFTER SERVICE

- Coordinate clean-up of sanctuary:
 - o **Fellowship/Attendance Pads**
 - Pick up pads from sanctuary, choir loft and balcony.
 - Remove completed sheets, date them and deliver to church office.
 - Return attendance pads to deacons' closet.
 - o **Bulletins, Children's Clipboards, etc.**
 - Remove all bulletins, etc. from sanctuary, choir loft and balcony.
 - Place paper (bulletins, etc.) in the RECYCLE BASKET in the narthex.
 - o **Hymnals & Bibles**
 - In sanctuary and balcony, return all hymnals and bibles to pew pockets.
 - Position should be: hymnal, bible, hymnal with binding on left side.
- Report to the church office needs for supply of prayer requests, pencils and/or pens.**
- Communion Cups on COMMUNION SUNDAYS ONLY**
 - Take grocery bag; remove communion cups from sanctuary pews, choir loft and balcony.
- PICK-UP THE HEARING AIDS AT THE GORDON STREET ENTRANCE** and turn off the light on the wall stained glass artwork (switch at bottom).
- Return hearing aids** to the deacons' closet.
- Extinguish the Christ candle.**
- Ministers will take care of sound system.
- Turn off patio and all hallway lights. Check lights in the Parlor to make sure they are off. Push switches all the way down until you **HEAR the click.**



Flip eight switches to the right down.

- Lock up, close up. **Did you turn off the coffee pot 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!*