

USHER CHECKLIST

Updated 02/21/2014

SANCTUARY – 10:45 Worship Service

USHER POSITIONS

- 1 – Gordon Street Entrance
- 1 – Entrance near church office (will remain for entire service except as needed)
- 2-3 – in narthex (be sensitive to noise level)

BEFORE SERVICE (*Arrive at 10:15am or as close as possible after Sunday Church School. If unable to serve on an assigned Sunday, find alternate and notify usher captain.*)

- Check in** with usher captain.
 - o **Review bulletin.**
- Wear **needlepoint usher tag** (match parament colors on pulpit).
- Nursery** locations are:
 - o Infant Nursery (less than 1 year old) - Room 108
 - o Toddler/Preschool Nursery (over 1 year old) - Room 103. Children (3 & 4 year olds) go to worship and then to nursery. An adult escorts children from worship service.
- Know location of **fire extinguishers, janitorial supplies.**
- If not already done, **light Christ candle.** Light candle on communion table, if necessary. Lighter is underneath the communion table.
- Narthex ushers** place one fellowship pad on the end chair of each row in the choir loft and count 22 pads for each side of sanctuary and 5-6 (or less) for balcony.
- Pick up bulletins from narthex or assigned position.
- Go to assigned position to:
 - o Greet and welcome worshipers
 - o Hand out bulletins
 - o Let parents know that activity clipboards and bulletins are available for young worshipers.
 - o **One usher will remain at entrance by church office for the entire church service (except while performing other duties) for security and help to late arrivals**

DURING SERVICE

- Turn off coffee pot in the Patio.
- Be prepared to direct and/or **assist visitors with children** to appropriate nursery.
- After the service has begun, **seat worshipers** at appropriate breaks in the service; direct others to balcony.
- DURING ANNOUNCEMENTS, ushers **distribute fellowship pads.**
 - o Narthex ushers – sanctuary (22 for each side); can have one usher start at front and one at back for each side.
 - o Gordon Street usher – balcony (usually 5-6, up to 12 on really full Sundays)
- While in narthex, **remain quiet** so as not to disturb the service.
- Four ushers collect the **offering.** Usher captain will collect it from the balcony.
 - o Take an offering plate and wait at the back of the sanctuary for the offertory music to begin.
 - o Walk down to the first row to begin passing the plates (captain will go to the balcony).
 - o Alternate rows for smooth procession from front to back and leave the sanctuary at the same time.
 - o Gather in the narthex to stack plates; two ushers will take the offering to the front. Add the collection from the balcony to the other plates.
 - o Proceed forward as the Doxology begins and stand in front of chancel steps.
 - o **1st Sunday of the month.** Two ushers will take the **food basket** to the front at the same time.

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AFTER SERVICE

All work together to clean up the sanctuary:

○ **Fellowship/Attendance Pads**

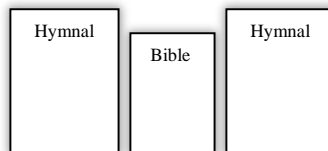
- Pick up pads from sanctuary, choir loft and balcony.
- Remove completed sheets, date them and refill, if necessary.
- Deliver to church office.
- Return attendance pads to deacons' closet.

○ **Bulletins, Trash, Children's Clipboards, etc.**

- Remove all bulletins, etc. from sanctuary, choir loft and balcony.
- Return children's clipboards to narthex or table near church office.
- Place all paper (bulletins, etc.) in the RECYCLE BASKET in the narthex.
- Place trash in wastebasket in the deacons' closet.

○ **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.
- Place any extra hymnals on the outside of the pew seat.



- **Extinguish the Christ candle.**
 - **Notify church office of all needs for supply of prayer request cards, pencils, pens, etc.**
- **Communion Cups (COMMUNION SUNDAYS ONLY)**
- Take a plastic bag with you and remove all communion cups from pews in sanctuary, choir loft and balcony.
- Check with the usher captain(s) to see if there is anything else that needs to be done!
- Make it a great week... *and continue to serve the Lord in all you do and in who you are!*