

Responsibilities of the Head Usher (Updated January 2002)

BEFORE THE SERVICE

1. Confer briefly with presiding pastor, as early as possible, to coordinate any special plans for the service.
2. Pick up bulletins, nametags and hearing aids from counter in office.
3. Place fresh cups of water in pulpit and lectern.
4. Make sure all children's bulletin clipboards are on tables in back of sanctuary. Keep on last pew and hand out to children.
5. Turn on lights in sanctuary; you will find the controls on the back side of the north pillar up front. Be sure ALL lights (including the balcony) are turned on to their brightest settings, unless otherwise instructed by Kary or one of the pastors.
6. Turn on lights in memorial bookcase in narthex, and in all of the narthex.
7. Place 4 collection plates behind the altar on the little table and 1 collection plate under an end choir chair.
8. Get apples from the Fireside Room refrigerator, they are in a basket.
9. Be sure candles are on the community table, check with Kary or the presiding pastor for any additional special candles which may be needed.
10. If there is a baptism (check bulletin), place baptismal in center of aisle, close to the steps; fill a pitcher half full with warm water and place on steps behind baptismal font.
11. Open the sanctuary doors at 10:45am and encourage the congregation to enter. The choir practices in the sanctuary until 10:45am. Close the doors right at 11:00am or just before the lay leader introduces the service. Latecomers should then be ushered to the side doors for entry into the sanctuary.
12. See that the bell is run 10 minutes prior to start of service BEFORE the gathering music. (Rope is in balcony, top pew row)
13. Check acolytes' wicks and help light them at appropriate time. Extra wicks are in a box on the shelf in the back of the sanctuary.
14. If candlelighters/acolytes are not present by 10:55am, have two ushers take in the Bible and light the candles during the opening voluntary.
15. If it is necessary to open windows during the service, do so when the congregation is standing. (Plan ahead on warm days by having storm windows opened prior to service.)

DURING THE SERVICE

1. Lock downstairs doors about five minutes after the service begins.

2. (Security is a concern during our worship services.)
3. When newcomers are introduced, present each with an apple sticker, a fresh apple, and a copy of the “*Voice*”.

Count all persons present after the service begins, but before the children are excused. Record figure on “House Count” slip provided with name tags.

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4. During the service, insure that either a head usher or one usher remains standing to keep the congregation under visual surveillance, to detect indication of illness, fainting, or other distress needing immediate assistance. Also watch for late worshipers or persons wandering through the halls and narthex. When unattended children leave the sanctuary for the restrooms, for their safety, please have one usher stand in view of the hallway to the restrooms until the child returns to the sanctuary.

5. OFFERING INSTRUCTIONS:

1. Don't wait to be asked to come forward! Begin walking down the center aisle to the chancel as the lay leader moves toward the “mic” to introduce the offertory and then receive the collection plates from the pastor. Then approach the pews and immediately begin passing the plates.
2. When the collection is finished, the ushers will wait at the back of the center aisle until the congregation stands to sing the Doxology. Offering plates should be taken to the communion table during the Doxology. A pastor will meet you at the chancel steps, give him/her the plates and stand with them until the prayer of dedication is finished. This procedure changes when there is communion.
3. **WHEN IT IS COMMUNION SUNDAY (1ST SUNDAY OF MONTH):** One usher brings the communion pitcher and another the bread on the tray to the communion table, instead of the offering, **DURING THE DOXOLOGY.** The pitcher and tray are on the shelf in back of the sanctuary. Hold and watch the offering at the back until time to take to the office.

AFTER THE SERVICE

When the organ improvisation has ended, check off the following tasks as completed:

1. Check the pew racks and replace hymnals, collect bulletins, “friendship” forms, and other paper. Note if pencils are needed, and remove any clutter left after the service.

2. **Take offering, house count slip, "friendship" forms to the office.** Offering goes into the white 5x7 envelop and into the slot located in the counter-top where the sliding windows face the hallway.
3. Take hearing aids (batteries off), house count slip, and children's bulletin buckets to the desk in the hall of the office area.
4. Please put any apples left back in the refrigerator after the service!
5. Turn off sanctuary lights using the main "master" switch that "snaps" when activated, but leave the dimmers "UP" on the lights in the balcony and under the balcony.
6. Extinguish ALL candles, including any additional special candles like Paschal or Sister Church candle.
7. Remove water cups from pulpit and lectern.
8. Close windows.
9. Empty water from baptistry (if used during the service) and return it to the side of the sanctuary.
10. Turn off memorial book case light.
11. If the sound control person is gone, lock "mics" in the sound booth in the balcony and turn off the public address system (white toggle switch at top of tall sound cabinet) and lock the sound room. (You can also give the "mics" to a pastor)
12. **CHECK CALENDAR ON THE PILLAR IN THE NARTHEX. IF THERE ARE NO SANCTUARY OR CHAPEL ACTIVITIES THE REST OF THE DAY, Lock ALL outside doors, including the exit door near the offices. If there are scheduled activities, leave the two center narthex doors unlocked.**

Thanks for all you help and have a very good day!!!

Include a name and contact number: probably Kate is okay.