

## **Usher Duties at 10:30 am Service**

### **Specific Usher Duties: Fine Points**

#### **Before Service:**

- \*Turn on lights if not already on - main switch on post by organ in Chancel.
- \*Open windows if needed for air circulation
- \*Bulletins will be on small tables by last pews. Read bulletin to see if any special events (baptism, new members, musicians, special candles, etc.
- \* Basket with name tags, pens, house count will be on a small table at the back of the Sanctuary.
- \*Hearing devices will be in basket on small table at back of Sanctuary.
- \*Before service opens open doors to Sanctuary
- \*Greet people entering and give them a bulletin

#### **Immediately Before Service:**

- \*Five minutes before service light the two candles on the Communion table.
- The light for candle lighters is on shelf at the back of the Sanctuary.

#### **During Service:**

- \*Do head count after first hymn: leaders, choirs, musicians, sound booth techs, balcony, ushers and Congregation. Please note latecomers.
  - \*Look for any Member in distress or needing assistance.
  - \* Be aware of those who leave service, especially children, and their return.
- Illness: Nearest phone - hallway to Fireside Room.  
Physical address - 110 11th Avenue SE. A list of medical personnel is on cabinet in back of Sanctuary.  
Quietly notify pastor. If 911 is called, ask them not to use siren.  
Evacuation: Pastor will direct people from the pulpit.

#### **Offering Instructions:**

- \* Ushers will bring plates forward - don't wait to be asked. Move to the pew and begin passing plates.
- \* Two ushers bring plates forward when the Doxology is begun. Wait until

prayer of dedication is finished before returning to back.

### **Communion Sunday:**

- \* Do not bring offering forward.

### **End of Service:**

- \* Two ushers go forward to extinguish ALL candles on the last verse of the last hymn.

### **After Service:**

#### **Take the church office**

- \* House count and friendship forms (from black folders) on office desk.
- \* Prayer requests to pastors box in office cupboard.
- \* Offering plates go to the office. Follow guidelines for handling offering. (being revised)

### **In Sanctuary:**

- \* Clean out pews of misc. papers, bulletins, etc. Put in recycle cans.
- \* Empty baptistery if used and return to Chancel. Return glass pitcher to designated box in Sacristy.
- \* Make sure hearing devices are returned to sound tech - normally he/ she will get them after the service.
- \* Close windows.
- \* Turn off lights in Sanctuary - main switch on column by organ.