

INSTRUCTIONS FOR USHERS

Revised August 11, 2016

- Two ushers are needed each Sunday. Please arrive by 10 a.m.

- Before the Service
 - ◆ Find the Order of Service on the Ushers' Bench by the door in the rear of the sanctuary (on the right as you enter the sanctuary).
 - ◆ Make sure offering baskets are on or under the bench. If not, look in the room at the front of the sanctuary to the right of the big mosaic.
 - ◆ Rope off the last two pews on each side (blue rope is under the ushers' bench; hooks are on the back corner of each bench), to encourage people to sit toward the front of the Sanctuary. As the sanctuary fills, these ropes can be removed.
 - ◆ Place an Order of Service on each chair on the dias, if there is not one there already.
- Open the doors to the Sanctuary
- Greet folks and
- Hand them an Order of Service as they enter.
- During the service:
 - ◆ When the announcements start,
 - close all doors and
 - hang the sign, which asks latecomers to use the side doors, on the central doors.
 - ◆ One usher stays out in the foyer during the announcements and opening hymn to hand out programs and direct latecomers to the side doors, through which they may enter quietly.
 - ◆ Latecomers can be seated in the rear, after Prelude time, if need be.

- During the Offertory:
 - ◆ Wait until the worship leader announces that it is time for the offering.
 - ◆ Go to the front and take the offering by passing the basket at each pew.
 - ◆ Count all adults, teens and children on your side of the sanctuary, including yourself, people sitting on the "stage" and in the choir loft: the sound person; the musicians; the pianist, latecomers, etc. and include the number of people who watched the service in the community room.
 - ◆ Money from downstairs and the number of people in the community room will be brought to you in the FM kitchen..
 - ◆ [People who left with RE will be counted by RE Director].

- ◆ Please record the total attendance on the Clipboard on or under Usher Bench. Fill out the relevant information for your Sunday and leave the clipboard on the Ushers' Bench..

- After the service, both Ushers:
 - ◆ Open the doors at the rear of the sanctuary
 - ◆ Carry the offering baskets downstairs to the FM kitchen
 - ◆ Place all collected checks and pledge envelopes into the larger envelope provided in the FM kitchen. You do not have to count these.
 - ◆ Count all the loose bills and coins,
 - ◆ Note the amount on the appropriate place on the envelope, seal it, both of you sign it, and
 - ◆ place it into the slot in the treasurer's' box under the bookcase on the left hand side, bottom shelf, as you face the bookcase.
 - It is often blocked by a piece of plywood.
 - It has a slot in front.
 - Use that slot.

- Thank you for your service to the beloved community.