

EARLY USHER RESPONSIBILITIES

- ☐ Arrive at 9:30 am
- ☐ Double check doors are unlocked

DOUBLE CHECK THESE ITEMS. THEY ARE ALL USUALLY DONE.

Turn lights on

- ☐ Upper commons/back entrance (by bulletin board)
- ☐ Ramp hallway parallel to sanctuary (by bottom of ramp)
- ☐ CE hall (top switch, panel halfway down on right) Narthex (switch by front door)
- ☐ Sanctuary (panel by stairs behind pulpit)
- ☐ Turn on sanctuary ceiling fans in Narthex, left side of long coat rack)

PRIOR TO SERVICE

- ☐ Pull out and angle guestbook cabinet. Encourage guests to sign book and use name tags.
- ☐ Check wicks on altar candles (unscrew and lift; candles are in the closet behind the lay reader's lectern.)
- ☐ Bring four water glasses up from kitchen on small tray and place one by lay reader's chair, one by pastor's chair, one under pastor's pulpit and one on the white cabinet by bulletins in the narthex.
- ☐ Distribute bulletins as people arrive.
- ☐ Ask two children to light altar candles and peace candle. They are accustomed to this.

DURING THE SERVICE

- ☐ When prelude music begins (after announcements and meditation moment) send children forward with candlelighter and peace candle (hanging on side of white cabinet. Matches in top drawer.) Adults can do this if there are no children.
- ☐ Close sanctuary doors.

Early Usher can sit for service. Return prior to offering.

Communion Sundays (First and third Sundays of the Month)

- ☐ Ask someone to join ushers for communion prior to service (need three total)
- ☐ Return to narthex for communion.
- ☐ All three ushers walk up center aisle. Two ushers take grape juice and stand in front of pews. One usher takes gluten free crackers from pastor and stands by him.

LATE USHER RESPONSIBILITIES

PRIOR TO SERVICE

- ☐ Arrive ten minutes prior to service. Help greet and distribute bulletins.

DURING THE SERVICE

- ☐ Remain in narthex during service.
- ☐ Count and record attendance from balcony – red book is in top drawer in white cabinet.
- ☐ Walk down the center aisle for the offering (following sermon/prayers) with early usher when offertory music begins.
- ☐ Get acolytes from Sunday School toward the end of service to extinguish candles.

FOLLOWING THE SERVICE

- ☐ Collect water glasses by lectern and pulpit and return to kitchen.
- ☐ Straighten the sanctuary and narthex. Check pews for personal belongings. Straighten hymnals and pew inserts. Throw away trash. Return leftover bulletins to office.
- ☐ Turn off lights and fans (see early usher responsibilities for locations.)
- ☐ Ensure that all exterior doors are locked, or that someone has been delegated to do so. (Doors can be locked while people are still in the building.)

Communion Sundays (First and third Sundays of the Month)

- ☐ Go get Sunday School students to return prior to communion.
- ☐ All three ushers walk up center aisle. Two ushers take grape juice and stand in front of pews. One usher takes gluten free crackers from pastor and stands next to him.
- ☐ Following the service, collect communion cups and take downstairs to kitchen.