

Early Service

Late Service

By Wed. 9 AM...	1	If you have recruited a substitute, call the church office so names in the bulletin will be correct...If you have not been able to find a substitute call: Karen Sandberg or Phyllis Beery	
When you arrive... 15 minutes before the service...	2	<p>You'll find the USHERS' basket containing the USHER'S box and the <i>Attendance Book</i> in the southwest corner of the Sanctuary near the audio cabinet. The bulletins will be in wire baskets near the sanctuary doors.</p> <p>*A key to the audio cabinet and the church office is clipped inside the USHERS' blue 3-ring binder (<i>Attendance Book</i>).</p> <p>**Be sure there are Pledge envelopes available in the wire baskets near the sanctuary doors. (These are stored in the music storage room near the elevator. The church office key opens this closet)</p> <p>*** Be sure there are 4 of each of the hymnals in the Hearth Room for those who wish to listen to the service from there. Also place 4 Bulletins in the Hearth Room.</p>	<p>In the southwest corner of the Sanctuary near the audio cabinet you will find the USHER'S box and the <i>Attendance Book</i></p> <p>If you haven't seen the early service USHERS, check in the <i>Attendance Book</i> for any messages.</p>
	3	Check with the minister or the Worship Associate (listed in the bulletin), and ask if they have any special needs or requests for the service.	
	4	Take a fresh glass of water up to the pulpit for the minister or the speaker.	

****Place 2 sound enhancement devices in wire baskets at doors for those who may wish to use them. These are kept in the Audio cabinet. Return to Audio Cabinet following the service.

	5	Place hymnals on each seat in the Sanctuary, including those on the chancel (if they're not already distributed).	*Be sure to check the bulletin to note if both hymnals will be needed.
15 minutes before the service...	6	Move the collection plates from the audio cabinet and place them on the ledges at the front of the Sanctuary (two on one side and one on the other).	
	7	Close the side doors into the chancel (on each side wall of the stage).	
	8	Light the candles, both large candelabra on either side of the chancel. Place the candle lighter/snuffer on the altar table with the chalice.	
	9	Stand near the entrance doors to welcome guests and distribute bulletins. Be alert for any disabled guests who may need special seating or other assistance. With the regular bulletins are large-print bulletins for people with visual impairments. The large-print hymnals are beside the bulletins. Ask the audio technician for hearing assistance equipment (PPA receivers) to have at each entrance for those with hearing impairments. Also be alert to newcomers to the church. Welcome them and provide directions when necessary.	
	10	Recruit two people to help you collect the offering. They will assist in the center aisles and pass the plate from row to row while lead ushers help from the side aisles.	

	11	Close the Sanctuary doors following the announcements.
	12	Pass collection plates during the offertory music, working from front to back. The Ushers you recruited in step 10 will handle the center aisles while you pass from the aisles. When finished, place the collection in an envelope from the <i>Ushers' Box</i> ; and place the box on the Audio cabinet for the remainder of the service. While still at the back of the Sanctuary, count and record attendance at the service (including everyone - children, babies, the choir and those on the chancel) on the first page in the <i>Attendance Book</i> .

At the close of the service...	13	Open the Sanctuary doors when the Postlude begins.	
	14	Direct any guests to the Commons area.	
	15	Extinguish all candles following the Postlude.	
	16	Straighten up chairs and hymnals. Pick up any bulletins left on chairs and place in bulletin basket by the door for the 11 AM service and dispose of any waste paper left in the Sanctuary.	Straighten chairs. *Hymnals are left on chairs unless otherwise indicated in the bulletin or instructed by the Worship Associate. Pick up any bulletins left on chairs and any thing left in the sanctuary.
	17	Leave empty collection plates on the audio cabinet.	
	18	If you have any special instructions. locate the incoming USHERS for the next service or write a note in the <i>Attendance Book</i>	Place <i>Attendance Book</i> (with audio cabinet key clipped inside) and any extra bulletins in the USHERS' wire baskets and return both wire baskets to the office.
	19	Process the offering following instructions as listed below and on the <i>Ushers' Box</i> .	

Instructions for Counting Money:

1. After the service, both USHERS must take the money to the office and close the door. COUPLES MUST NOT COUNT MONEY TOGETHER. If the USHERS are a couple, then someone else should be asked. Several people have indicated a willingness to assist with this. They are:

Beth Atkinson	Denise Fogarty	Ella VanLaningham
Janet Breitenbach	Judy Kalass	
Polly DeStefano	Sandy Ramage	

2. Together, USHERS [or USHER and volunteer] count cash and record the amount on the envelope.
3. Together, count amount of all checks and record amount and number of checks on the envelope.
4. Record total of cash and checks.
5. Do not open envelopes which have been placed in the Offering. (Include them in the envelope with cash and checks unopened.)
6. Both USHERS [or USHER and volunteer] sign the envelope and deposit it in the wall safe (small black safe just past the door out to the courtyard in the office hallway), making sure the envelope goes into the safe and doesn't just sit in the slot.

Many thanks for your assistance with the service!

**Hospitality and Growth Council 2008-2009
Karen Sandberg, Coordinator of USHERS**