

USHERS' QUICK CHECK LIST

The primary function of ushers is to make people attending church feel welcomed, and to assist those leading worship in some of the logistics surrounding the service. Ushers also handle the collection and the initial accounting of funds received.

Procedures

- Arrive about an hour before service. (chapel starts to fill around 9:30)
- Clear pine needles on walk way. There is an electric leaf blower inside the door to the belfry stairs. It gets plugged in on the outlet on the pine tree in the center of the yard. (The needles are slippery either wet or dry so need to be swept or blown.) Ask for assistance if needed.
- Place 4 handicap parking signs in white pipes by front edge of lawn. At the end of the service replace them beside the side entrance door.
- NOTE: The chapel tours sign stays out front all summer season. It is completely waterproof and very heavy.
- Set up handicap ramp, which is located outside against the wall on right side of chapel. Best done by 2 people, but it is lightweight. It should go on the right side of the steps (as you face the chapel).

Set up for service

- All lights on and heat turned up if needed—will usually be done by those at choir practice. Check that basement and bathroom lights are on.
- Offering plates—get 2 from minister's closet and place on altar table
- Reserved signs on 2 front pews on left side facing forward – also in minister's closet. Put on both ends of the two pews.
- Check candles in candelabras; replace if needed (in minister's closet); acolyte will light during prelude. Be sure wicks are upright (not mashed down)
- Open windows if needed
- Turn on power strip in the electronics closet in the back stairs to power up the chapel's sound system

Celebratory bell ringing.

This happens after a person announces what we are celebrating from the lectern, and before the organ prelude. Review ringing instructions inside door to belfry. Ask for assistance if needed.

As congregation arrives

- One usher greets and hands out bulletins, other usher(s) seat people. Fill all pews as completely as possible. Extra seating is in side room if needed.
- If choir is still practicing, ask early arrivals to keep voices low.
- Don't seat latecomers during prayers
- Seat anyone standing in the front pews after children leave for Sunday school.
- Be prepared for the offertory after the first hymn. Remain at front until prayer after collection taken forward
- Do a head count and fill out the form on the clipboard near the bulletins and give to Barb Morgan at the chapel events table after church. Do several minutes into the service so you include latecomers. During the children's sermon is one possibility – use your discretion as to timing.
- See people out at conclusion of service

After church empties

- Snuff out candles – gently.
- Turn off power strip in the back of electronics closet
- Remove reserved signs from front pews
- Pick up bulletins in pews; if in good condition, put on table in narthex for reuse
- Close windows, turn off heat and replace floor mats over heating grates
- Take offering plates and get bank bags from the minister's closet. Go to basement or side room to count receipts. Reconciliation forms are in one of the two bags. Count checks and cash; fill out and sign and date the form. Place the form and all funds received into one of the bags. If the church treasurer or assistant treasurer is at church, you can give it to them directly. Otherwise, place it in the safe in the janitor's closet (rear of Sunday School room). Turn the handle and the safe will lock. Put the other bag and extra forms, etc. back in the minister's closet.

Closing

- Close front doors and latch securely, noting one door has dead bolts that need to be securely slid into place
- Remove handicap parking signs and leave by door of side entrance.
- Remove ramp and return to its resting spot.
- Unless there are people still in the chapel:
 - turn off all lights, including bathrooms and all basement areas
 - exit through side room door, pulling door tightly to be sure it is locked

If there are trustees still in the chapel when you have completed the first steps, you can ask someone to handle the lights where they are working and close the side door when they leave. Please do not leave without confirming that someone else is taking charge.