

PREPARE

1. Arrive at church 30 minutes prior to start of service.
2. If it has snowed, shovel sidewalks and entrances; if icy, sprinkle ice melt on icy areas.
3. Put on your name tag and clip USHER tag to bottom of it (in basket in usher cabinet in Sanctuary).
4. Familiarize yourself with location of AED (above counter by prayer wall), First Aid Kit (on wall in kitchen) and any other items that may be needed in an emergency.
5. Open all Sanctuary doors.
6. Turn on lights in sanctuary, including track lights on north side (switch by utility rooms).
7. Check sanctuary for neatness—pick up and/or straighten as necessary.
8. If there is a baptism:
 - A. Fill bucket under sink in media room with **warm** water (note: it takes a while to heat up), make sure plug in baptismal font is in place and fill font with warm water.
 - B. Place blue “Reserved” cloths (in usher cabinet) at on seat backs at end of rows needed for family. (Pastor may have already done this.)
9. Take offering baskets from usher cabinet—on first Sunday of month, globe baskets, too—and place on altar. (Pastor may have already done this.)
10. **Ten minutes before start of service**—if no Acolyte on schedule—light candles on each side of altar using candle lighter/snuffer hanging on side of cabinet in media room. [To light, slide up wick and ignite with lighter (in usher cabinet). To extinguish, slide wick back down.] If it is a Holy day (check with Pastor), light Paschal candle, too.
11. Remove bulletins from usher cabinet and hand to people as they enter Sanctuary.

AFTER PASTOR’S WELCOME

1. Close one set of Sanctuary doors (to minimize noise levels from Narthex).
2. One usher remains at open set of doors and continues handing out bulletins.
3. One usher remains inside Sanctuary to direct people to open seats. If worship is full, know where empty seats are and **walk worshipers to available seats**. Be prepared to set up overflow seating as needed in Narthex by opening both sets of double doors and setting up folding chairs.
4. If no overflow seating, close Sanctuary doors after Call to Worship song.
5. **Count number of people in attendance; record in notebook** in usher cabinet.
6. Sit at back of Sanctuary during worship and be prepared to assist latecomers.
7. Be prepared to assist people during worship service if need arises.

OFFERING

1. Receive offering baskets from Pastor or Acolyte when he/she takes them from altar.
2. Two ushers pass baskets in center aisle (one to each side).
3. Two greeters pass baskets along side aisles (one person in each aisle).
4. After offering is collected, greeters will hand their baskets to ushers and take their seats.
5. Stack offering baskets (if 1st Sunday of month, stack globe baskets separately).
6. When Pastor or Acolyte steps forward to receive offering, walk offering forward.

COMMUNION

1. While Pastor and Communion server/s are communing, walk up center aisle to first pews with people seated in them.
2. As Pastor and server/s descend steps to serve Communion, indicate to people at end of pews that they may get in line for Communion. (At second service, alternate sides of aisle, as there's only one Communion station.)
3. Ushers commune last—when doing so, indicate to servers anyone who needs to be served at their seats (including Media person if needed).

AS SERVICE ENDS

1. After Pastor's benediction, as sending song begins, open all Sanctuary doors.
2. Place any bulletins to be reused at second service in usher cabinet.
3. Place all bulletins or paper not being reused in recycling bin in Narthex.
4. If no Acolyte, **extinguish altar candles using candle lighter/snuffer by hovering snuffer above flame**—do NOT touch brass at top of candle with snuffer.
5. Check Sanctuary for neatness:
 - A. Check pews and floor for bulletins, tissues, personal items left behind, etc.
 - B. Return hymnals to proper spot.
6. If there was a baptism—
 - A. Remove water from baptismal font using hose underneath font (empty water into bucket used to fill it). Be sure to **close valve on hose** after emptying water from font.
 - B. Return "Reserved" cloths to usher cabinet.
7. If services are done for the day—
 - A. Turn off all Sanctuary lights. Leave ceiling fans on as marked.
 - B. Close Sanctuary doors.
 - C. Check all areas of building for lights and turn them off.
 - D. Close all interior doors (classrooms, Social Hall, etc.).
 - E. Lock exterior doors using Allen wrench (education wing and main doors).
 - F. If there are people counting offering (in music room), let them know you have locked all exterior doors.

Thank you for your service. *Enjoy the rest of your day!*