

Checklist for Ushers

This checklist may seem extensive but it is easily completed within 20-30 minutes before service begins.

- Please arrive at least ½ hour before service starts (9:30 or before).
- Check Order of Service – Are there candles of joy and concern? Do children start in sanctuary?
- Turn on all lights (**only those really needed** if its sunny outside):
 - All green dots in the electric box should be turned on (chancel and choir loft important to have on, but try to leave other lights off if unnecessary)
 - Two rheostats (round dials under electric box) rotate fully.
 - Three switched in area below choir loft.
- Turn on main switch for microphone system, located in the right side room (right of the podium when you face the podium). The switch is tucked back over a large black box marked “church technology”. The switch is marked “sound system”.
- Turn on heat in ladies room.
- Get microphone and hearing devices from top drawer of file cabinet just inside the office.
- Setup microphone and chime (ringing bowl) in front of the church. The microphone stand and ringing bowl are located in the right side room.
- Hearing devices go next of the Orders of Service. Leave them out of the box so people see them as they come in.
- Test sound system – podium and microphone on stand
- Setup candles of joy and concern (if required) – candles are in a purple box above the cabinets in kitchen area. Water bowl is in the kitchen or right side room. Wooden matches are in the podium.
- Check chalice lamp oil. Wendy has refills or you can use a candle in its place.
- Setup additional seats behind the pews and/or below the windows as needed. Put out additional hymnals. The folding chairs and hymnals can be found in the back of the church in the closets.
- Light candles on the chancel table. Do not light the chalice.
- Close doors to the kitchen if they are open to hide sink and cabinets. This is necessary only on potluck Sundays.
- Pass out orders of service. Offer large print orders of service and hearing devices to those who need them.
- Offer assistance to anyone who need help being seated.
- Shortly after opening hymn, fill out attendance forms on the lectern in the back of the sanctuary.
- During offertory, pass the collection plates. Return them to the back tables where you found them. Financiers will take them after the service is ended.
- Place attendance form with the offertory plates or bring them to the office after service.
- Remove the dust cover from the harpsichord and place in side room.

After service:

- Retrieve the microphone and hymnal from Wendy at the back of the church so her hands are free to greet people.
- Put away folding chairs after service.
- Blow out candles and return candle bowl to kitchen if used.
- Turn off PA system
- Return microphone and hearing devices to the file cabinet
- Return the stands
- Discard any leftover Orders of Service and loose papers from the sanctuary.
- Turn off lights or ask a board member or hospitality server to turn off the lights.
- Replace the dust cover on the harpsichord.
- Turn off heat in ladies room.

If you have any comments or questions regarding these tasks, please contact Ellen Iorio.

By volunteering to usher, you are honoring our church covenant to “support individual and collective service to ... community”. Thank you.

Quick Checklist

Sanctuary

- Lights (on/off)(On sunny days, only the choir loft, the chancel, the chandeliers on dim. Check with the worship leader if uncertain.
- Harpsichord cover (on/off)
- Ringing bowl (put out/away)
- Extra Hymnals (put out/away)
- Candles of Joy and Concern ??? (put out/away)
- Check Chalice Oil (don't light)
- Candles on Chancel Table (light/extinguish)
- After Service Clean up Pews

Electronic

- Microphone (put out/put away)
- Hearing –assist Devices (put out/put away)
- Sound System (turn on, test, turn off)

Duties During Service

- Hand out Orders of Service
- Take Attendance
- Pass Collection Plates

Other

- Check Doors (unlock/lock)
- Ladies Room Heat (on/off)

Check other side for more detailed information.