

Checklist for Head Ushers

Upon arrival

- ✓ **Bulletins including large print**
- ✓ **Confirm the candles on the altar are “loaded”**
- ✓ **Windows, drapes, and lighting**
- ✓ **Offering Plates**
- ✓ **Meet with ushers and greeters**
 - **Make sure that all persons are greeted and welcomed**
 - **Remind ushers to “usher” persons to their seats, and help find seats**

10 min before service

- ✓ **Candle Lighting (if necessary)**
- ✓ **Bell ringing**
- ✓ **[During Advent or Lent]: Wreath candles**
- ✓ During service
- ✓ **Joys & Concerns book during first hymn**
- ✓ **Attendance count (after children leave)**
- ✓ **Offering - Dedication - fold 4 copies for Ushers**
 - After service
- ✓ **Clean up loose bulletins, hymnals, pick up “sign in” Sheets**
- ✓ **Check hearing aid devices to “Off”**
- ✓ **CLOSE ALL WINDOWS**
- ✓ **Offering money to bank**

The Head Ushers for a service are responsible for everything going on in the sanctuary which is not initiated by the clergy or others at the pulpit or by the choir or special musical programs. If there turns out to be unusual circumstances the Head Usher should lead the action to deal with them.

Organization. Arrive at the church 30 minutes before the service and ask the minister if any special activities are required of the ushers for that service. Assign greeters and ushers as follows: One Usher at the door from the Parish Hall, one person or couple or family to act as Greeters at the entrance into the sanctuary from the Narthex, one – three Ushers to pass out bulletins at the back of the church standing at center aisle and side aisles. If there are sufficient ushers, assign greeters to the Hubbard St. entrance and sanctuary steps. Assign an usher to remain in the narthex after the service begins to greet latecomers and to help them be seated at the proper time.

Bulletins. Make certain that bulletins are available, if not, look in the upper room. Be certain that all Ushers know that large print bulletins are available.

One usher should stand just inside door from parish hall and hand bulletins to people who enter that way. When service starts that usher can leave a stack of a dozen or more bulletins on the stand for late arrivers entering there.

Candle holders. Make sure the candles on the altar are “loaded” with inserts. The white metal covers can be lifted and there should be > 2” of candle insert in each for one service. If you need to refill them, refills are in the closet in the reception office off the Parish Hall on the second

shelf from the top on the left side or in the box at the back of the sanctuary on the shelf behind the last pew on the right.

Lights. All the lights are controlled from a panel behind the small double doors just inside the glass doors opposite the stairway to the basement from the narthex. On most Sundays, all chandeliers should be lit and sconces also, unless it is very sunny. Light in the narthex that also controls the fixture over the front door should always be on.

Close the drapes and open the windows (if appropriate). If sunny, close the drapes on the left side of sanctuary. If warm, open the windows on the right side or both sides of the main floor and the balcony. Close the windows following the service. The pole for opening and closing windows is on the floor on one side. After the service for the **CHECK TO BE CERTAIN THAT ALL WINDOWS IN THE BALCONY AND ON THE MAIN FLOOR ARE CLOSED** - check even if you believe no one has been in the balcony.

Meeting with ushers and greeters. When ushers and greeters arrive, make sure that someone is stationed at each entrance to hand out bulletins. Remind everybody that we are often the first face that someone sees when they enter the church, so greet them warmly. As the sanctuary and balcony fills up, keep track of empty seats, and be prepared to help people find seats, and ask persons who are already seated to make room for later arrivals, if necessary.

Offering plates. Make certain that four offering plates are on the communion table and two plates are in the rear. On communion Sundays all plates should be in the rear

Candle lighting. If candle lighters are not listed in the service, light the candles 10 minutes before the service. Lighters are on the back of the last pew on the left hand side of the sanctuary. Matches are in a box on top of the radiator on the left side. Place used matches in glass dish below. Extinguish candles after each service if needed. Sunday School kids will do this if listed at the end of the bulletin.

Bell ringing. The bell should be rung ten times 10 minutes before the service. It is rung with the large rope which comes through the ceiling in the rear of the balcony on the Post Office side. Kids love to do this! Assign one usher or one youth (>120lbs) to do this. Untie the rope from the cleat on the wall then retie after ringing.

Advent/Lenten Wreath [during Advent or Lent]: Make sure that candles on the Advent Wreath are set up and which ones are to be lighted (Advent) or extinguished (Lent).

Joys and Concerns Book. Make certain that the small black book of Joys and Concerns is in the narthex. **This book must be brought up to the minister during the first hymn.**

Late comers: Some people may arrive at the church after the invocation has begun. An usher should greet them, give them bulletins, and ask them to remain in the rear of the sanctuary until the first hymn is being sung. At that time, help them find seats.

Attendance count. Attendance may be taken by having each usher count the section for which they pass the offering plate. OR You may also get a downstairs count yourself from the steps leading to the balcony, and have the assigned balcony usher give you the upstairs count. Counting should take place after the kids have left; and should include choir, ministers, etc. Please use the forms on the radiator cover to the left rear of the sanctuary to report attendance. Include the form with the offering in the bank bag.

Preparation for offering. It is helpful to fold orders of worship to show the prayer after the doxology and to give one to each usher to read when they take the offering to the altar. Each usher should retain this folded bulletin when they pass the offering plate to the clergy (on non-Communion Sundays).

Offering. Four ushers will march forward as the minister descends the stairs to stand by the communion table. Start off with the Left Foot. When the leading pair of ushers reaches the front of the sanctuary they should step apart far enough to enable the following pair to fit between them. Other ushers will wait in the narthex. The minister will give each usher an offering plate. The ushers on the outside turn outward and go down the side aisles. The ushers on the inside will simultaneously turn inward and proceed down the center aisle. Ushers at the rear of the sanctuary will use the two plates at the rear to collect the offering from people in the balcony. On Communion Sundays, Ushers will bring the empty plates forward with them before the Offering and retain the full plates containing the Offering and take them to the back of the church after the doxology and prayer.

Post service clean up. Ushers straighten out the pews following each service. This includes returning hymnals and Bibles properly to their racks, collection and disposal of leftover bulletins and the collection of "Fellowship Sheets." Place all bulletins (used & unused) in the reception office after the service where they will be recycled.

Check the **hearing aid devices** to confirm that none have been left on.

Please make sure that ALL WINDOWS ARE CLOSED. Please remember to check the windows in the balcony.

Taking the offering money to the bank. After the service, gather the offering money and place it in the maroon bank bag found in the closet in the Reception Office. Do not open envelopes since the identification of the donor will be lost. The key with tag attached on which is written the same number as is on the bag will unlock the bag. Use the key and (plastic Cambridge Trust Co) card to drop the bag in the night deposit box at the bank - Cambridge Trust Co. (This is the pink building next to Sally Ann's Bakery.) If you walk through the Post Office parking lot, the sidewalk continues to the pink bank building. Use the card to open the front door, and the key to open the deposit box located under the ATM machine in the entrance area. Return the key and card to the church reception office closet.

Fire alarm. In the event of a fire alarm, open all three Walden Street doors of the church and guide the congregation to move steadily to those doors and out. Each of the two smaller side doors has a surface mounted dead bolt which can be thrown to open the doors with a little shove.

The front part of the congregation can exit through the Parish hall or through the library to the Hubbard street door.

Tell parents not to go the church school classes or nursery - their children will be evacuated by their teachers and parents may meet them outside.

The Head Ushers should organize and facilitate this activity.