



## Usher/Greeter Instructions

*Items in bold with an asterisk are for the head usher to either do or assign.*

**Arrive at the church at 9:30am.** Find your nametags on the table in the narthex (lobby). Greeter should stand just inside the glass doors to shake hands and greet. Ushers hand out the bulletins – one usher should be at the door into the parish hall, two in the center back of the Sanctuary and one off the coat closet to greet anyone entering there. In nice weather, additional ushers can be stationed at the Hubbard entry or on the front steps.

In a crowded service, when parishioners are looking for seats in the balcony, an usher should be stationed in the balcony to assist them.

**Lights** – Be sure all lights are on –the switches are behind the small double doors just inside the glass doors –opposite the stairs to the lower level. **\*Turn on the chandelier in the old choir loft – the switch is on the second floor opposite the elevator.**

**Hearing units** – The red hearing-assist units amplify the service thru one ear bud. The black units require two ear buds.

**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.**

**Candle holders.** **\*Make sure the candles on the altar are “loaded” with inserts.** The white metal covers can be lifted and there should be at least 2” of candle insert to last for the service. If you need to refill them, refills are in the closet in the reception office.

**Offering plates.** **\*If not already out, find five offering plates** in the reception office closet and put four on the communion table and one in the rear, unless it is a communion Sunday. In that case, keep them all in the rear.

**Candle lighting.** **\*Check with the clergy on when to light the candles** –usually done by one or two ushers leading the clergy and liturgist into the service. Lighters (tapers) are on the back of the last pew on the left-hand side of the sanctuary. Matches are in a box on the shelf on the left side or in the reception office closet.

**Bell ringing.** **\*The bell should be rung eight 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 help with this.

**Joys and Concerns Book.** This small black book should be on the lectern in the narthex. **\*It should be brought up to the minister during the first hymn.**



**Shutters:** Tilt or close the shutters as needed to keep the sun out of people's eyes. There is a pole right outside the door to the parish hall that can be used for this but it is also easy to for someone who can reach to turn one slat and the others will follow.

**Sunday Clipboards:** There are in the narthex –offer them to any young children on Sundays when there is no Church school.

**Attendance count.** \*Take account of attendees, either by each usher counting their section as they collect the offering or by the head usher standing on the steps to be able to see the attendees. Please use the forms on the shelf to the left rear of the sanctuary to report. Include the form with the offering in the bank bag.

**Offering.** Four ushers will come forward after the Call to Stewardship to receive the offering plates from the clergy. On Communion Sundays, ushers will bring the empty plates forward with them for the Offering and retain the full plates after the prayer of dedication and take them back to the rear.

If parishioners are seated in the balcony, one usher should take the offering there –do not pass the offering plate to the choir.

**\*Fold a bulletin for each usher so that the prayer of dedication is on top and place it in the offering plate before the ushers go back down the aisle during the doxology (so that they can join in the prayer)**

**After the service:** Ushers should pick up left-over bulletins and return them to the reception office for recycling. Remove completed sheets from the Fellowship books and leave them on the desk in the reception office.

**Take the offering money to the bank.** \*After the service, gather the offering and place it in a maroon bank bag found in the closet in the reception office. The key with tag attached on which is written the same number as is on the bag will unlock and lock 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. The card will get you in the front door –the key will open the night deposit drop. Be sure to return the key and card to the church reception office closet.

**Close all open windows** –be sure to check for any in the balcony.

**Fire Alarm:** In the event of a fire alarm, ushers should open all doors and assist parishioners in exiting promptly, keeping them clear of the driveway so emergency vehicles can enter safely. The Church School leaders will evacuate the children so parents should be urged not to go looking inside for their children who will meet them outside.