

## **RRPC USHER TEAM CHECKLIST**

**USHERS: ✓ duties done; X duties not applicable**

### **Before Service- All Ushers Arrive 40 Minutes Early**

- 8:00 - On arrival, turn on air-conditioners in Fellowship & CE buildings. There are two thermostats in the CE building, and four in the Fellowship Hall. All units should be set with the fan on AUTO. The sanctuary building is on a set timer.
- Will there be a baptism? If yes, add water to the cut-glass baptism bowl.
- Will there be communion? If yes, rope off six chairs at the front row of the sanctuary for the elders.
- Record the date in each attendance register, ensure each one contains a pen, then place register at aisle end of each row including the choir.
- Wear the Usher/Greeter tags found in the Sacristy.
- Check candles for Acolyte to light (extra candles are in marked cabinets in Sacristy).
- Help Acolyte with their robe and make sure the candle lighter works properly (demonstrate procedure if this is the Acolyte's first time).
- 11:00 - Before the service replace the attendance pads on the end of the aisle seats and be sure pens are present. Extra pads and pens are in the upper, right cabinet in the Sacristy.
- 11:00 - Before the service place one offering tray for the Choir to use on a pedestal or on a seat used by the Choir. Collect this tray when the offering is received.

### **As People Arrive**

- Two ushers greet people arriving from the three doors, introducing visitors and assisting with nametags as necessary (these ushers do not hand-out bulletins).
- Two ushers are stationed at the sanctuary entrance, offering bulletins and assisting with sanctuary doors and seating.
- The service starts promptly on time. Flash narthex lights 5 minutes before service to encourage people to enter the sanctuary.

### **During Worship**

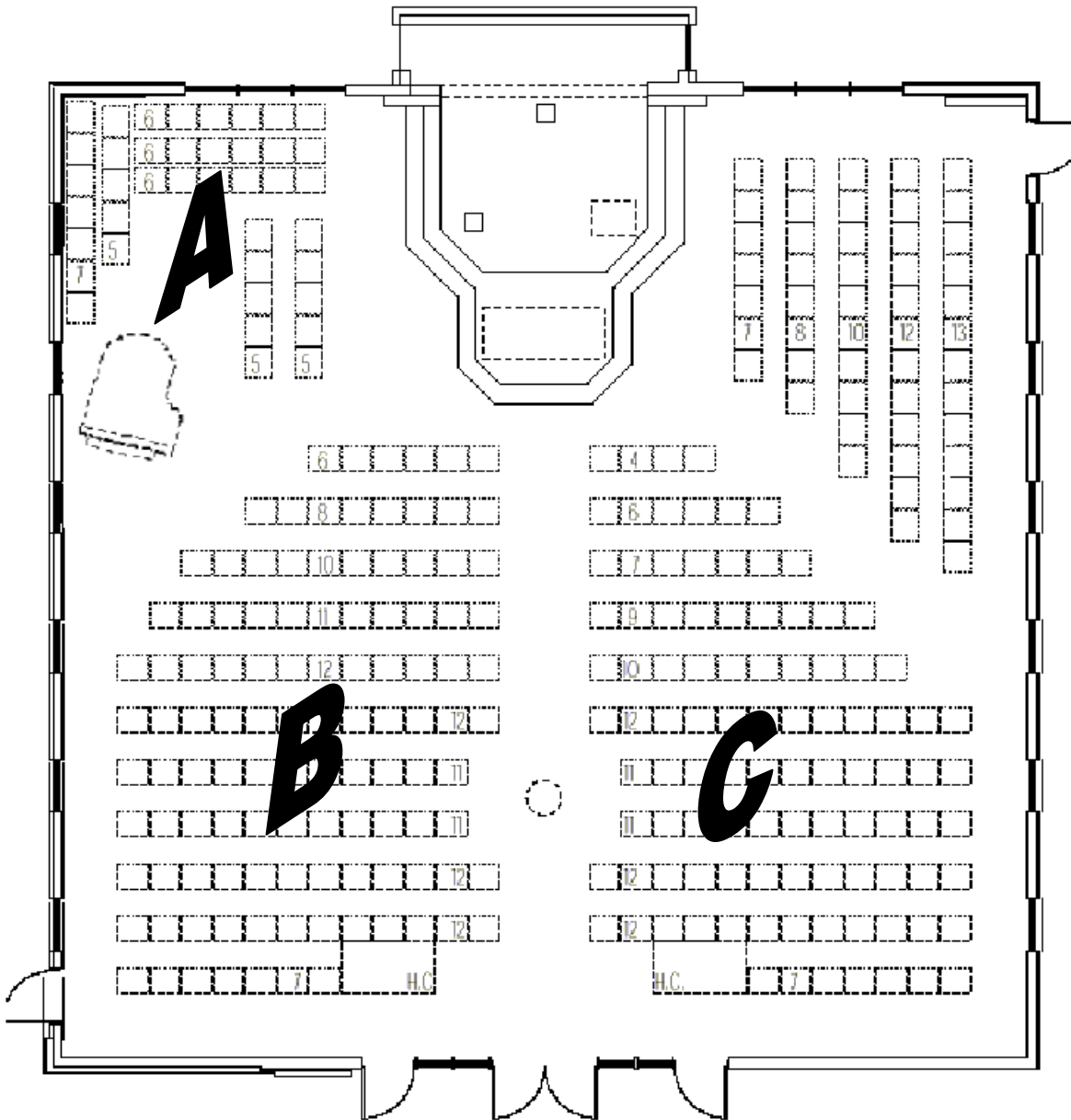
- Close sanctuary doors to reduce noise when prelude starts.
- Two ushers should remain in the narthex during the first 10 to 15 minutes of worship, assisting latecomers to find a seat and directing people to the nursery. One usher should remain in the narthex in a position to monitor children going into the restrooms and watch for possible sanctuary entrance of suspicious individuals.
- Two ushers count attendance immediately after the Gloria Patri. Count everybody, using attendance form on the back of this checklist. Average the counts, record on back of this form and place in the secretary's box or desk. After obtaining the attendance for both services, place the completed attendance form on Secretary's desk.
- Move to the rear of the sanctuary immediately after the Children's Message) to get ready to receive the offering.
- Process into the sanctuary 2 x 2. All ushers go down the center aisle and carry four offering plates.
- When finished with collection, two ushers carry offering plates to front during the Doxology (DO NOT place on communion table) and after the prayer, return with the offering to the back.
- Open the doors to the narthex after the benediction.

### **After the Service**

- Replace hymnals and Bibles under chairs (on front row, place one on top of every other chair).
- Empty water from the baptismal font, dry bowl, and pick-up communion cups.
- 11:00 - Remove sheets from attendance registers and place on secretary's desk. Return registers to Sacristy.
- 11:00 - Discard used bulletins.

### **11:00 Service - Close All Buildings**

- Rinse both coffeepots and place in the cabinet below the coffee pots.
- Empty trashcans to outside container and replace liners in trashcans in all buildings (restrooms, narthex, office, nursery, classrooms, and kitchen.) Liners are under sinks in nursery and kitchen and in men's room.
- Check that refrigerator/freezer doors in FH and CE building are closed tight.
- Check that all toilets are flushed, and all faucets and lights are off in all buildings.
- Set air-conditioners in CE and Fellowship buildings using the written guidance on the thermostats for summer and winter control. There are two thermostats in the CE building, and four in the Fellowship Hall. All unit fans should be set to AUTO. Sanctuary building is on a set timer.
- Turn off lights.
- Close and lock office doors.
- Lock all of the buildings. It is possible to do this without use of a key by first locking all doors which have a ¼ turn lock, then exit the building through the door with the panic bar lock. In the Fellowship Building this door is in the old Nursery room, in the Sanctuary use either of the two side doors and in the CE building, exit via the lower level room. Be sure each door completely closes behind you.



**Attendance Record:**

**DATE:** \_\_\_\_\_ **SERVICE:** 8:30 or 11:00

AREA	USHER 1 COUNT	USHER 2 COUNT	AVERAGE
<b>A</b>			
<b>B</b>			
<b>C</b>			
<b>TOTAL</b>			

<b>INFANT NURSERY</b>	
Attendants	
Children	
<b>TOTAL</b>	

<b>TODDLER NURSERY</b>	
Attendants	
Children	
<b>TOTAL</b>	