



**USHER’S AGENDA and instructions**

Today's Date: \_\_\_\_\_

Ushers are an integral part of every service. They are the caretakers of the service, preventing or alleviating disruptions.

**Before the Service**

- Arrive 30 minutes before the church service.
- Wear your own nametag and an “Usher” nametag or lanyard.
- Give each person an order of service.
- Remind people with small children that seating under the wheat (west) window is reserved for them. There are quiet toys in a basket near those seats.
- Assist people in finding seats if the sanctuary is filling up.
- Set up chairs and distribute hymnals, if necessary.

**During the Service**

- Sit on chairs near the door.
- Seat latecomers at appropriate breaks in the service – not during the prelude, chalice lighting or prayer.
- Listen for the front door opening for people not attending the service or part of the downstairs program.
- **Distribute the microphones during Joys and Concerns.** They will usually be near the lectern on the platform. Return after Joys and Concerns.
- **Pass the collection plates during the offertory. Always** start from the **front** of the sanctuary – no exceptions!! Take collection plates to minister or place them under the chalice table.
- **Take attendance during the sermon.** Include all adults (except minister) and youth 6<sup>th</sup> grade (middle school) and up.

9 a.m. or 10 a.m. \_\_\_\_\_ 11 a.m. \_\_\_\_\_

**After the Service**

- Stack any chairs to make room for coffee hour.
- **Both ushers must work with the collection.** Separate bills and checks. Put money and any other items from the collection plates into a WHITE "COLLECTION" envelope. Sign and date. **Both ushers must take the envelope to the safe (downstairs in RE East room).**
- Sign the Usher Agenda/Instruction sheet and leave on clipboard.

**The 9 a.m. ushers** are responsible for putting back together the orders of service that have been separated so there are enough for the second service.

**The 10 a.m. or 11 a.m. ushers** are responsible for separating the orders of service into recycling and retrieving the colored inserts or other inserts that would be reused.

**If you have any questions, please ask the Sunday Morning Assistant.**

9 or 10 a.m. ushers \_\_\_\_\_ / \_\_\_\_\_

11 a.m. ushers \_\_\_\_\_ / \_\_\_\_\_