

Head Usher Checklist**Before the Service**

- Confirm who will be on your Usher Team and send names to the Church Administrator (Elinor) by noon on Wednesday prior to the service for inclusion in the bulletin.
 - We typically need 4+ ushers for the early service and 5+ ushers for the late service
 - For big days (Christmas, Easter, Palm Sunday, etc), we typically need 7+ ushers
 - Many hands make light work! Feel free to recruit extra help, and anyone who is in 7th grade or beyond can be an usher.
- Familiarize yourself with locations of fire extinguishers, exit locations, and evacuation plans. In an emergency, conduct an orderly evacuation of the Church.
- Arrive 35 minutes before the service starts. Check in with Preaching Pastor.
- Encourage the Usher Team to be Usher (smooth sailing), Greeter (friendly face), and Host (set the tone) to everyone who passes within six feet of them, *especially guests*.
- Ensure enough bulletins (regular and large print) are present for each sanctuary entrance.
- Assign an usher to each station.
 - Side sanctuary door
 - Front sanctuary door and Chandler Hall (x2)
 - Parking lot entrance
 - Bell ringer
- Decide with Usher Team who will take center/side aisles during the offering.
- Coordinate with the Trustee to determine who will count attendance.
 - Count all worshipers, including choir, musicians, pastors, and children.
 - Start counting during the Word with the Children or Special Music.
- Ensure offering plates are in the choir area and the balcony.
- Coordinate with the Trustee to determine who will collect the offering from the balcony.
- The Trustee typically rings the bell 10 minutes before the service.

During the Service

- During the service, remain in Chandler Hall for latecomers or emergencies or major disruptions.
- Secure the offering with the Trustee
 - Head Usher or Trustee places entire offering in bank bag. Bag is locked. Key is removed and the bag is locked in the safe by the Trustee. Keys from bank bag and safe are secured. Head Usher witnesses this entire process.

After the Service

- Ensure the sanctuary is tidied up after each worship service.
- After final worship service, ensure Friendship Pad pages are collected.
- After final worship service, return offering plates to the stand outside Chandler Hall.
- Thank the Usher Team for their service and remind them of the impact they made today.

NOTE: SEE Appendix B for 4"x6" Checklist Cards