

Usher Checklist

Before the Service

- Arrive 30 minutes before the service starts. Check in with the Head Usher.
- At your assigned station, be Usher (smooth sailing), Greeter (friendly face), and Host (set the tone) to everyone who passes within six feet of you, *especially guests*.
- If you are stationed at a worship entrance, hand out bulletins, large-print hymnals, hearing assistance devices, and children's activity bags as needed.
- If the sanctuary is almost full, invite people to make room for others. "Excuse me, would you mind moving toward the center? It's always good to see so many people worshipping God."

During the Service

- If you are stationed at a worship entrance, wait 10 minutes after the start of the service to close the doors.
- Collect the offering.
 - Usher team decides who will be in center/side aisles.
 - Pass the collection plates starting with the front row. Please do not watch as people give.
 - If Communion follows offering, give the offering plates to the Head Usher
 - If the Doxology follows offering (no Communion), two ushers take the offering plates forward during the Doxology, receive the choir offering plate from the pastor (if needed), wait for the end of the Doxology, walk back to Chandler Hall, and give the offering plates to the Head Usher.

After the Service

- Tidy up after the worship service.
 - Check choir area, main floor, and balcony.
 - Collect discarded papers from the pews, replace Bibles and hymnals in their holders.
- After final worship service, collect signed Friendship Pad pages and place them in the mailbox of the Church Administrator (Elinor). The pads may have been left at either end of the pew.

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