

The Unitarian Church in Summit

A Member of the Unitarian Universalist Association



Usher's Manual

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Thank you for volunteering to serve in this important position in our congregation! Ushering is an easy and wonderful way to greet members, meet visitors and set a joyful tone for the worship service.

Please plan to arrive 20-25 minutes prior to the worship service.

Locations

- The Main Lobby is the sun-lit area between the sanctuary doors and the church offices.
- The Narthex is the small foyer between the sanctuary and the main lobby.
- The Usher cabinet is in the Narthex, to the right of the doors that lead to the sanctuary.
- The Chancel is the very front of the sanctuary.
- The Robing Room is the small room to the right of the Chancel if you are facing the pulpit.
- The lights to the Sanctuary are located on the left wall as you enter the Narthex.

Tools

- Keys for the Usher cabinet are located in the church office. Please ask Dee Gilliam, Congregational Administrator, or Susan Webster, Office Assistant for the Usher keys. This will include keys to the cabinet as well as the safe housed therein.
- The church staff provides the Orders of Service. They are located in the trays on the top shelf behind the left side cabinet door and are marked "First Service" and "Second Service."
- The Usher's Report of Attendance is stored in the clear plastic stand on top of the Usher cabinet.
- The wooden offertory plates are stacked on the top shelf of the Usher cabinet on the right. The small offertory plates are used in the balcony.
- Offertory Tally Sheets are located in the plastic stand on top of the Usher cabinet.
- Assisted listening devices are stored in a basket on the top right shelf inside the Usher cabinet along with two large-print Orders of Service. There are also alcohol wipes to wipe the devices that have been returned. Large Print Hymnals are stored on the top right of the Usher Cabinet.
- The "Service in Progress" sign is located on the white moulding in the main lobby above the desk near the white column.
- There is scrap paper provided for the attendance count in the plastic stand on top of the Usher cabinet.

Upon Arrival

- Ensure that an adequate supply of Orders of Service is available in the trays in the Usher cabinet. If additional Orders of Service are needed, please see Dee Gilliam, Congregational Administrator, or Susan Webster, Office Assistant in the church office.
- Keys for the Usher cabinet and safe (located in the cabinet) are in the church office. Please ask Dee Gilliam, Congregational Administrator, or Susan Webster, Office Assistant for the Usher keys.

Before the Service

- Please be sure to wear your name tag.
- Make a note of the emergency exits.
- A member of the church staff will leave a note with the Orders of Service indicating which hymnal(s) are being used for the service that day.
- Place hymnal(s) every two seats or so in the sanctuary, in both balconies and in the pulpit.
- Turn on the sound system using the Master Switch only. The sound system is located inside the white wall cabinet inside the robing room. The door is marked Sound System. The Master Switch is located just above the blue X on the shelf. **Please only turn on the Master Switch.**
- Test the hand-held microphone after turning on the sound system and place it in the pulpit. If batteries are needed, please ask Dee Gilliam, Congregational Administrator, or Susan Webster, Office Assistant for help.
- Place chalice, the box of matches and stand near the pulpit.
- Light the candles on the altar about 20 minutes before services begin. If the candles are low, you can find replacement candles in the robing room in the cabinet as marked.
- Please place two glasses of water in the pulpit for first service. Second service Ushers may refill if needed. Glasses can be found in the small kitchen area in the church office.
- Ask two attendees seated in the balconies to pass the smaller offertory plates and count attendance upstairs. All offertory plates are located in the Usher cabinet on the top right shelf.
- Review the Order of Service for Offertory timing, to find out whether children are attending service, and at what point late guests may enter the service.

- Greet members, guests and visitors as they arrive. This is the primary responsibility of the Usher before the service. In the spirit of maintaining a welcoming atmosphere, please try to limit conversations with those you know and focus especially on making newcomers feel welcome.
- Ask people to wear nametags, encouraging them to use stick-on nametags if there isn't a prepared nametag available for them. Lost nametags can be replaced in the church office.
- Pay special attention to newcomers, inviting them to sign our guest book and encouraging them to return to the Welcome Table after the service, if they would like more immediate and detailed information about what our church offers. (If you chat and get specific information about them, such as the number of children and ages, type of work, etc., please note it on the bottom or back of the guest registry form so that we can get to know them.)
- Introduce newcomers to the Welcome Table volunteer and the Board Greeter, if possible. If this is not possible, please make the volunteer and greeter aware of the newcomer.
- To the extent these other duties permit, please hand out Orders of Service while greeting.

During the Service

- Please close the sanctuary doors when the Prelude begins.
- Please then display the "*Service in Progress*" sign outside sanctuary entrance. The sign is located just outside the Narthex on the moulding above the desk near the column.
- **Note:** Please seat latecomers only during a sanctioned time marked by a * in the Order of Service.
- During crowded services, please help people guests find seats to avoid having them stand in the back aisle.
- If necessary, quietly alert speakers if they need to move closer to microphone.

During the Offertory

- During the announcement immediately prior to the offertory or special collection, retrieve the collection plates from the Usher cabinet in the Narthex.
- At the start of the offertory music, both Ushers should walk together down the center aisle toward the Chancel, or front of the sanctuary. Turn to face the window and begin to pass the offertory plate, stopping at each row. You may find that other experienced Ushers will rise at the far end of the aisle to assist. A smile or nod to acknowledge their efforts is appreciated.
- Count attendees as you pass the offertory plates from the center aisle starting with front row. Be sure to include choir members. **Do not include children in the count.**
- If one Usher is finished before the other, please wait at the back of the sanctuary so that both Ushers may leave together.
- Retrieve the offertory plates and an attendance count from the attendees seated in the balcony you previously asked to assist you.
- Write down the number of counted attendees on the attendance report.
- Separate cash and checks. Count the cash, and complete **two** offertory tally sheets.

<u>Offertory Tally Sheet</u>		<input type="checkbox"/> First Service
	Date: _____	<input type="checkbox"/> Second Service
Collection Plate	Counted by:	
Cash Only \$ _____	Usher _____	
Number of Checks _____	Usher _____	
<small>Please place one completed tally sheet in the blue Union Center bank pouch and give one completed tally sheet to Dee or Sue in the church office.</small>		

- Place cash and checks in the blue vinyl cash pouch marked “Union Center” along with one offertory tally sheet. You will need the other cash tally sheet for the church office. Please be sure both forms include the date, indicates which service, and is signed by both Ushers.
- Place the cash pouch in the safe (“S” key – try both ways). The safe is located in the left side Usher cabinet. Please be sure to lock the safe as well as the Usher cabinet.
- Return the safe key and the second completed offertory tally sheet to Dee Gilliam, Congregational Administrator, or Susan Webster, Office Assistant in the church office.

After the FIRST Service

- Open the sanctuary doors at the close of service.
- Collect Orders of Service from those who wish to recycle them. These can be used for the second service.
- Make sure assisted listening devices are returned, turned off and wiped using the alcohol wipes provided in the storage baskets for the devices. If you receive complaints that a device is not working properly, please give it to Dee Gilliam, Congregational Administrator, or Susan Webster, Office Assistant in the church office.
- Walk through the aisles in the sanctuary to collect Orders of Service that have been left on chairs.
- Lock the Usher cabinet and return the key to the church office.

After the SECOND Service:

- Open the sanctuary doors at the close of service.
- Collect Orders of Service from those who wish to recycle them.
- Make sure assisted listening devices are returned, turned off and wiped using the alcohol wipes provided in the storage baskets for the devices. If you receive complaints that a device is not working properly, please give it to Dee Gilliam, Congregational Administrator, or Susan Webster, Office Assistant in the church office.
- Walk through the aisles in the sanctuary to collect Orders of Service that have been left on chairs.
- Extinguish candles.
- Turn off Sound System and lights in the robing room. **Please only turn off the Master Switch.**
- Close windows in the sanctuary.
- Place all hymnals on the cart on the left rear side as you enter the sanctuary. There is a storage cart for hymnals in the balcony on the right side of the organ pipes as you face the pulpit.
- Return offertory plates, attendance report and Usher instructions to the Usher cabinet.
- Turn off the sanctuary lights.
- Lock the Usher cabinet and return the cabinet key to the church office.