**USHERS**

SUNDAY SHARED MINISTRY

Please arrive 20-30 minutes prior to the service you signed up for and plan to stay for 15 minutes after the service. The Commons Coordinator on duty will check in with you and be available should you have any questions or problems.

**SUPPLIES:**

* Orders of Service, regular and large print versions, will be brought over by the Commons Coordinator before first service and placed on the small table outside the sanctuary doors. Offertory baskets will either be stacked there or on the small bookcase at the back of the sanctuary.

**DUTIES:**

* About 10 minutes before the service begins, check to see if the choir or other music ensemble is ready to have the sanctuary doors opened. If Rev. Keith or someone else is leading music or singing, wait to open the doors until they have finished their rehearsal.
* Hand out Orders of Service as people enter the sanctuary. (Note in the Order of Service the order of the sermon and offertory, as they are not always in the traditional order.)
* Close the sanctuary doors after the call to worship if temperature permits. (SUMMER: The evaporative cooler will be on for hot summer days. Keep the main sanctuary doors open as much as possible, except during choir rehearsal, as stated above.)
* Allow latecomers in during the singing or between spoken elements of the service only. Assist them in finding a seat as needed.
* A TV with video feed is set up in the South Commons. If needed due to noise or disruption, quietly let people know that they are welcome to stay but they also have the option of viewing the service from the commons. On high attendance days, a video feed will be set up in the Chapel.
* **At the beginning of the sermon, take an accurate attendance count (please verify the count between the two of you)** and record the number of all people in the sanctuary and those watching the TV in the commons. In your count, include everyone – **ministers, choir, adults, children, babies**.

**(OVER)**

* **Offertory:**
  + The most experienced usher should take the lead and determine the way the offertory will be collected and who will do what. The baskets should always start in the **FRONT** row and use one basket per section.
  + After the minister has announced the offertory and music has just started, each usher walks up the main aisles to begin the collection.
  + Collect offertory. Include the choir unless they are singing, and make sure to get people on the perimeter and any overflow seating.
  + After you have finished collecting, gather the baskets (okay to consolidate the offering) and stand at the back of the sanctuary.
  + As the music ends the minister will stand at the chancel and one or both ushers walk forward with the basket(s) and hand them to the minister. The minister will say just a few sentences acknowledging the gifts and then hand the basket(s) back. Please remain standing during the minister’s words.
  + Walk to the back of the sanctuary and place the baskets on the small bookcase.
  + Be seated and enjoy the rest of the service.
* At the completion of the service:
  + Open the sanctuary doors.
  + Place a basket on the small table outside the sanctuary doors if there’s not one already there to collect Orders of Service.
  + **BOTH** ushers go to the office to count the loose cash. Please count the money in the office copy room. **DO NOT COUNT CHECKS OR OPEN ANY ENVELOPES.**
  + Obtain an “Ushers Record” form from the Office Assistant and fill it out for the appropriate service. Please don’t forget to record attendance. **BE SURE BOTH USHERS SIGN THE FORM.**
  + Put the cash, checks and any envelopes inside the plastic bag and give it to the Office Assistant.
* Go back to the sanctuary and collect any Orders of Service left behind and place them in the basket.
* Lost & Found items can be placed in the big plastic bin in the storage room next to the kitchen.
* **THANK YOU FOR YOUR SERVICE!**