

## ***Usher Duties***

***September 2013***

***\*\*\*It is critical that you arrange for a substitute if you can't make it!\*\*\****

*Please arrive at 8:30am for the 9am service or 11am for the 11:30 Service. The Orders of Service may or may not need to be folded! Wear your UUFA nametag or make a stick-on.*

*When all ushers are present decide who will do what, such as:*

- *1 person CHECK THE VISITOR TABLE FOR NEATNESS AND SUPPLIES*
- *2 people CHECK THE SANCTUARY FOR NEATNESS, PEW CARDS, ETC.*
- *2 to hand out Orders of Service at the Sanctuary entrance*
- *1 to be inside Sanctuary to be a "presence" and to assist as needed*
- *3 to collect offering (who does which aisle)*
- *2 to retrieve food basket following the offering*
- *1 to count attendance and post in Office at the counter*
- *1 to assist Money Counter*
- *1 to monitor Assisted Listening Devices (ALDs)*

### ***WELCOME VISITORS, MEMBERS, ETC. & Assist With Seating***

- *Encourage visitors to make their own name tag*
- *If there are children, tell their parents about the Quiet Room, Nursery or direct them to the Religious Education table in the foyer*
- *When the pews are getting crowded, ask people to move toward the center to create seating space by the aisles. If necessary, use a hand signal to have the Worship Assistant ask people to move in.*
- *Be aware of open areas and assist latecomers in getting seated, personally guiding them to available seating, though some will want to seat themselves.*

### ***CLOSE SANCTUARY DOORS WHEN SERVICE BEGINS***

- *You will need to gently remind folks both inside and outside the sanctuary that the service has started*
- *One greeter should stay in foyer maybe 10 minutes or so to welcome latecomers*

### ***COLLECT THE OFFERING & The Food Basket (UNDER REVISION!)***

*Make sure you know when it's coming up!*

- *As the offering is being announced, go to positions at back on Left / Center / Right aisles. Get ready to walk forward in order to be in place as the music starts.*
- *Begin passing the plates as soon as the music starts*
- *The choir, when present, passes its own bowl and then brings it to the greeter on the pulpit side.*
- *Retrieve food basket following the offering and bring to back of Sanctuary and put it by the Visitor table*

### ***COUNT ATTENDANCE & ASSIST COUNTING THE OFFERING***

- *Immediately after the offering count ALL adults, including everyone assisting with the service, including yourself!*
- *Record this number on the attendance sheet posted in the Office at the counter*
- *Designated usher assists Money Counter. A member of the Finance Committee should check in with you to determine when to count the money, either during or after the service.*

### ***AFTER THE SERVICE***

- *Replace hymnals in pews and recycle any paper left around, generally neatened for the next service.*
- *Retrieve ALDs and return to basket on back table. Make sure they are turned off.*
- *Please stay for coffee hour and help visitors meet your friends*

***THANK YOU for your time & assistance—it takes many people to help the service flow well!***