

HOW-TO FOR USHER CAPTAIN (revised August 2017)

Need: 6 ushers max (inc. captain): 3 greeters; 1 more for collection; balcony as needed.

30 minutes before service:

Open doors to sanctuary

Turn lights on in sanctuary (switches are near the elevator)

Put out basket with hearing devices (in north closet in narthex; new batteries in the closet)

Prepare ushers' name tags (in closet)

Prepare count slip and manila collection envelope (in closet)

Unlock door by elevator (usually already done, or find somebody with a key)

Place bulletins by door by elevator (and one large-print hymnal and bulletin)

Westminster Oaks bus

Arrives 10:20-10:30. Often drops off Methodists first. Parks on south side of church.

Greet those getting off. **IF NEEDED:** Help wheelchairs down alley, up elevator and into sanctuary. After service, help same people in wheelchairs back to the bus.

15 minutes before service:

Open main entrance doors

At least 2 ushers greet and pass out bulletins at main entrance; 1 greets by elevator

Beginning of service (when chime rings):

Close main entrance doors and all doors at both ends of the sanctuary

1 or 2 ushers remain in narthex (usually just 1)

During the lessons:

Count attendance from balconies (congregants, choir, organist, pastor, reader, ushers).

Record it on the count slip.

After creed:

Open sanctuary doors to narthex

Ushers come to narthex for collection

Offertory anthem:

Collection; begin at first *word* of anthem; 2 ushers per aisle; others for balcony as needed

Put collection and attendance slip into the manila envelope and store it in the closet

Presentation hymn (if there is Communion):

2 ushers present the bread, wine, cup. Begin procession at first *word* of presentation hymn.

Ushers can return to their seats; **2 unrelated adults remain in narthex with collection**

After service:

Open main doors; 1 usher helps people leave by the elevator door

2 unrelated adults take collection to counters in church office

Collect friendship register pages and neaten pews; take friendship register pages to office

Re-file usher name tags