

FUUSA Ushers' Duties (Detailed Instructions)- Sanctuary 12/10/08

<i>Left column = task Bold: also on summary instructions.</i>	<i>Right column = specifics. More detailed explanations are on reverse of this page</i>
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Before the Services

Locate 4 collection plates, attendance book, usher Welcome tags	<p>1. Arrive at the church at least 20 minutes before the service. Let the minister know you are there.</p> <ul style="list-style-type: none"> Meditation may be in the Sanctuary at 9:00 making things difficult to set up. With the ushers, be sure that the following are available to move in quickly: Gong, hymnals, collection plates, Joys and Concerns table/bowl/stones, Braille and Large Print hymnals, orders of service - all need to be brought from the other side (Dave does a lot of this beforehand) <p>Collection plates, basket for balcony collection, and usher Welcome tags are in or on credenza at rear of Emerson Hall. The Attendance Book (in which attendance and weather, are recorded is now located in the FUUSA office on the shelf next to the Financial Forms Notebook. The information may also be put on the collection envelope left out on the desk in the office for you.</p>
Usher Welcome tags	Please wear Welcome tag along with your personal name tag
Collect Orders of Service from office	
Hymnals	Hymnals should be on the rolling carts outside the Sanctuary

10-15 minutes before the service begins; place ushers at the principal door from the hallway to the Sanctuary and at the door at the back of the sanctuary.

Greet attendees, hand out Order of Service	.
Be sure people pick up hymnals	
Direct newcomers with children.	To the RE Office (details on reverse)
Direct newcomers wanting information or name tags	To the Welcoming Table in the lobby (at 405 Washington entrance).
Light one candle	In preparation for the chalice lighting.

10 minutes before service begins

Ring the gong in Channing Hall	To signal that the service is about to begin. The gong is presently located just inside the entrance to the Sanctuary. Blink the lights to get attention.
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5 minutes before the service begins

Encourage folk to move to center of rows	
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During the service

Direct latecomers to the Robin Street entrance and ask them to wait until announcements are over to be seated.	Announcer will say "latecomers may now be seated". The chime will be rung from the stage
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Seat folks after announcements conclude	
Close doors	The chime is rung from the stage. Close all doors until the first hymn and at locations noted in the order of service when late arrivals may enter.
Hymn #1, open Robin Street doors, seat latecomers	To allow latecomers in when hymn is announced

When kids leave, let returning parents in	Allow returning parents and latecomers in
Welcome guests & visitors, take cordless microphone around	Front usher takes cordless microphone (turn switch to On to speakers introducing themselves (details on reverse). The microphone will be located in front of the Sanctuary.
Joys and Sorrows	Find out if J&S will be just candle lighting (old style) or stone moving (new style). Front usher manages the portable mike for line of folk who wish to speak. <u>Hold the microphone</u> in your hand until all the silent folk have moved their stones. <u>Then</u> pass mike to the first person who is waiting.
Offering - Pass the collection plates, bring up front when music stops Count attendance while you pass	Ushers take the four plates to front of the Sanctuary. Two ushers in the center aisle, using different plates on alternating rows. Count adults on your section for attendance book. If this is an Intergenerational service, include kids in you count.. Please do not return plates while the music is continuing. Wait until it stops.

After the service

Open all the doors	Each Usher opens nearest door.
Remove any folding chairs	Other ushers fold and stack as necessary.
Tidy seats. Collect hymnals and restock hymnals as necessary	Collect hymnals, and return to carts, and return any completed cards to office. Collect trash. Replace orange joys and sorrows card in hymnals that don't have one. More of these can be found in the office supply closet.
Record attendance	And weather conditions (or other factors affecting attendance) in the Attendance Book
Completed visitor cards, joys/sorrows cards	Take to office and put in Sunday Drop Box (in basket on the peninsula)
Count the collection	Take collection promptly to office. See details below.

DETAILS

Visitors with children: Direct newcomers to the RE Office if they are accompanied by children. If people arrive with small children or babies, let them know they can use the nursery and preschool (see RE Office) or listen to the service in Channing Hall if they prefer, or if their children become restless during the service. (This should be a lesser problem as the intent is to intercept visitors by the greeters at the door or Information Table outside of Channing Hall.

Extra seating and latecomers: *If greater effort is made to encourage people to sit in front, in center seats, and to far side, this may be a smaller problem.* Allow latecomers to be seated as indicated in the Order of Service. Sit near the door to control entrance and to provide assistance as needed. Set up folding chairs in back if needed.

Cordless microphone: Please turn cordless microphone on before it is used, and off after it is used.

Count the collection

- On Dave's desk in the office you will find a collection envelope and Receipt of Monies form.
- On the Receipt of Monies Collection Plate form put your name, the date, which service the collection is from. Write the number of checks (but do not add them up.) For cash: Stack bills neatly by denomination, face up please, count and write the total on the form. Do not count coins.
- If there is cash in an envelope with name and purpose written on it, leave it in the envelope, do not add it to the collection total, and mention the envelope on the form.
- Put Food Pantry donation envelopes in an envelope labeled "Food Pantry" (if they haven't already been collected by the Food Pantry volunteer.)

Place the form, checks and money in the envelope and leave in yellow box labeled Finance near mailboxes and Dave Stone will put it in the safe before he goes home.