

## USHER'S SUMMARY (September 2008)

Please read the complete usher's instruction sheet before you come, then use this for last minute reminders.

### BEFORE THE SERVICE

Locate 4 collection plates, attendance book, usher Welcome tags  
Collect Orders of Service from office

Ring gong and flash the lights in Channing 10 minutes before service.  
Ring gong and dim the lights in Channing Hall 5 minutes before the service.

Be sure people pick up hymnals  
Greet attendees, hand out Order of Service  
Encourage folks to move to center of rows

### SERVICE

Leave one rear door open and let late arrivals stand at rear during announcements..  
Seat folks after announcements conclude  
Close doors

Hymn #1, open doors, seat latecomers  
After kids leave, let returning parents in at appropriate break in service

Welcome guests & visitors, take cordless microphone around  
Offering - Pass the collection plates, and store on or in credenza at rear of hall.  
Count attendance while you pass

### AFTER SERVICE

Open all the doors to Emerson Hall  
Remove any folding chairs  
Tidy seats.  
Roll cart in to collect hymnals.  
Record attendance  
Take completed visitor cards, joys/sorrows cards to office  
Two ushers count the collection together