

USHER'S CHECKLIST

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

BEFORE THE SERVICE

Arrive at the church at least **20 minutes** before the service. Let the minister know you are there.

Ring gong in Channing 10 minutes before service. Blink the lights to get attention.

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

SERVICE

Ushers will open doors for latecomers at the end of announcements
Seat folk after announcements conclude
Close doors

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

Welcome guests & visitors, take cordless microphone around
Joys and Sorrows - one usher manages mike for line of speakers - hold it till the silent folk are done, then pass it to the first speaker.
Offering - Pass the collection plates, bring up front when music stops
Count attendance while you pass

AFTER SERVICE

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