

Usher responsibilities

Prior to Service

- Arrive by 10:15. Make sure entry porches and sidewalks are clean. If needed, sweep.
- Turn on Sanctuary lights (fans if hot), bell tower entry lights and parking lot entry lights.
- Light candles about 5 minutes prior to gathering music.
- Assign greeters for bell tower, parking lot and Heritage Room to greet arrivals and hand out bulletins.
- Assign greeters to their aisles for offertory collection.
- Assign greeters to open doors at beginning of benediction.
- Remain in sanctuary to assist anyone who needs physical help (storage of walkers, wheelchairs, ie)
- On third Sunday, place the "10c a meal" soup pot on small table (found in Heritage Rm) in front of Communion table.
- If Ian Hutchison is NOT in church, assign someone to ring bell after announcements. Leave door open.
- Separate collection plates and place on each end of credenza.

During the service:

- On third Sunday, move "10c a meal" table to organ at the end of first hymn. It will remain there until picked up by a counter after service.
- Take a head count **after the first hymn**. Include choir, minister of music, organist, pastor and children. Record on Usher slip and place in offering plate.
- Offertory collection and instructions are on next page.

After the service:

- Extinguish candles **AFTER** the postlude music.
- Collect sign-in sheets and turn into office, remove bulletins and other papers left in pews. Return black book to center aisle. Empty books are to be placed on the half-wall.
- Turn off lights and fans. Close all doors and make certain they are locked. Make sure parking lot door is locked and interior entry light is **OFF**. Bell tower outside light and parking lot outside lights are to be left **ON**.

Jan. Lee	Feb. Dave	Mar. Lynn	Apr. Beverly	May Marti	June Hughes
July Dick	Aug. Bo	Sept. Lee	Oct. Beverly	Nov. Lynn	Dec. Hughes