

9:00 AM Usher Checklist

- ☐ Arrive by 8:30 am
- ☐ Review bulletin
- ☐ Turn on classroom speaker to accommodate families with squirming children
- ☐ Place paraments on communion table
- ☐ Fill candlesticks with oil
- ☐ Place parament cloths on the communion table and the lectern. Color of the cloth matches hanging banners on the right and left outside of the stage on the wall.
- ☐ Place candlesticks, chalice, plate and cross on the communion table (On every Sunday but 1st Sunday when Communion is served.)
- ☐ Put fresh water and tissues on the pulpit.
- ☐ Put offering pouch and envelope in room B018
- ☐ Put 4 offering plates at the back of the worship space
- ☐ If there is a baptism, place ceramic bowl with top in baptismal font and fill with warm water. Reserve front row.
- ☐ For adult baptism, put kneeling bench in place.
- ☐ Place ropes on back 5 rows next to parking lot doors
- ☐ 8:55 am light candles
- ☐ Greet, give bulletins and help seat people

During Service

- ☐ 9:00 am place sign in the breezeway
- ☐ Keep doors from banging during the service
- ☐ During announcements, pass out friendship pads. One per row per section.
- ☐ Count all people in worship before sermon
- ☐ Collect offering (3-5 ushers)
- ☐ Take collected offering to room B018 sort the offering. No one person is left alone with money
- ☐ Two ushers take the sealed offering to the office to deposit offering
- ☐ Direct Communion

After Service

- ☐ Collect friendship pads and place all sheets in attendance envelope and take to secretary's office
- ☐ Move sign at top of the steps
- ☐ Dispose of bulletins or debris left by congregation (recycle)
- ☐ Extinguish candles and return candles, chalice, plate and cross to usher cabinet
- ☐ Return paraments to the closet
- ☐ Return ceramic baptism bowl to usher closet and replace the metal bowl
- ☐ Lead breakdown of chairs if needed
- ☐ Take unused bulletins to the sanctuary for use in next service