**Checklist for Chief Ushers**

Revised January 2018

**Preparation**

* Arrive on time – 7:50 am for the 8:30 am service, 10:20 am for the 11:00 am service, or 40 minutes before other service times.
* Review the bulletin to become acquainted with the order of the service. Ask a pastor if you have questions about the service
* Bulletins, inserts, and children’s bulletins should be on the chief usher shelf or in the usher’s closet
* Secure worship bags for children, ushers’ badges, hearing aids, chief usher’s clipboard, and the usher count sheet from the usher’s closet

**Before the Service**

* Check that the numbers on the hymn boards in the front of the church correspond to the hymn numbers in the bulletins. Report any discrepancies to a pastor
* Check that the lights are properly turned on as indicated on the light switchbox door
* Check that the single altar picture light switch on the opposite side of the usher closet’s entrance is turned on
* Check that the first-aid kit is in the ushers’ closet
* Check that the four pews in the back of the church are reserved for the ushers
* If the galleries are open, check that two offering plates and bulletins are in the galleries
* Place bulletins in the sacristy as needed for the worship leaders
* Check that the PA system in the sacristy is turned on
* Place a fresh cup of water in the pulpit
* Ensure the right number of offering plates are in the chancel matching up to the number of ushers collecting the offering
* Approximately ten minutes before the service begins, check with the clergy in the sacristy to see if any assistance is needed
* Using the key in the usher’s closet remove the cover of the remote PA system controls on the back wall of the church. Adjust the volume levels if necessary
* Place Trinity Kids bags in center of narthex
* Place usher and greeter badges and hearing aids on the top of the west narthex cabinet

**Making Assignments**

* Assign ushers to each position checking/ensuring they are familiar with the usher’s duties and responsibilities
* On normal Sundays, assign two ushers to the center aisle and one or two to each side aisle on the main floor
* Assign three persons to greet worshippers at the outside doors in the narthex. During nice weather you may open the outside doors during the normal arrival times
* Place any inserts in the bulletins prior to the service or ask ushers to do so before distributing
* Encourage ushers and greeters to be welcoming to visitors and report any visitors to the chief ushers who can report them to the pastors prior to or after the service
* Complete the usher count sheet logging the names of the ushers and greeters based on their usher/greeter location

**During the Service**

* When the service begins after everyone is seated close the doors to the nave
* Seat latecomers near the back of the church at an appropriate time during the service (after the Confession and Forgiveness)
* Adjust the lighting before and after the sermon as indicated on the light switchbox door (Normally after the reading of the gospel)
* Check the attendance in the Parish House. (Include chapel, library, & hall monitor)
* Maintain a quiet atmosphere in the narthex. Be alert for late arrivals and/or visitors
* Invite them to proceed into the Nave or ask them to return after the worship service

**Offering**

* Assemble the main floor ushers at the rear of the center aisle at the time of the collection of the offering, the center aisle ushers followed by the side aisle ushers
* Remind ushers to get an attendance count while collecting the offering making sure they count him/herself. Make sure gallery ushers are not counting the choir. It is counted separately
* When the Pastors stand to get the offering plates the ushers may proceed to the chancel at your direction
* When the ushers reach the chancel the center aisle ushers are in the middle and the side aisle ushers are to the sides of the center aisle ushers
* The Pastors will hand each usher an offering plate
* When all have received an offering plate turn and collect the offering from the front pews to the rear pews
* After collecting the offering, assemble the main floor ushers at the rear of the center aisle, the center aisle ushers followed by the side aisle ushers
* Write the attendance count from each usher on the usher count sheet
* Upon the conclusion of the Offertory and the playing of the Doxology (or similar hymn) the ushers shall proceed to the chancel
* When the ushers reach the chancel the center aisle ushers are in the middle and the side aisle ushers are to the sides of the center aisle ushers
* Hand the offering plates to the Pastors typically placing your plate on top of the plates in the pastor’s hands
* Once all offering plates have been handed to the pastors turn and return to the rear of the nave by walking back your respective side aisles
* During Communion Services, Vestry persons take the offering to the altar. The ushers hand the offering plates to the Vestry persons after collecting the offering. Ushers may also assist the Vestry persons in retrieving used Communion cup trays and taking them to the Parish House kitchen

**After the Service**

* Make sure the ushers check the pews for orderliness
* Remind ushers to return their badges
* Unless otherwise notified, at the conclusion of the 11:00 service make sure the assigned greeters take the altar flowers to the kitchen
* Unless otherwise notified, at the conclusion of the 11:00 service collect all completed attendance sheets.
* Return the hearing aids, ushers’ badges, clipboard, and children’s worship bags to the ushers’ closet
* Make sure the offering plates are returned to their proper positions
* Check the church for general orderliness
* Place the attendance forms in Andrea Collins’ mailbox

Note: Effective November 2017 the Church narthex doors can be locked from the inside, in the case of an Active Shooter situation for example. Find the key hanging on the hooks in the usher’s closet. The key is attached to a wooden rod wrapped in Red/Yellow/Red tape. Each door must be locked individually.