

## USHERS' CHECKLIST

### **Prior to the service:**

- Arrive at the church at least 30 minutes prior to the worship service.
- Familiarize yourself with the location of emergency exits, emergency phone numbers, and available safety equipment (e.g., fire extinguishers, first-aid kit, wheelchair).
- Ensure that the front and rear doors to the church are unlocked.
- Turn on the lights in the sanctuary, including altar and cross lights, and adjust the heating thermostat if necessary. In summer, the sanctuary doors and front doors (only) may be left open, if appropriate, to allow heat to escape.
- Put the hymn numbers on the boards at the front (left and right) of the sanctuary (the numbers are kept in a wooden drawer on a shelf in the storage room next to the interior entrance to the fellowship hall – i.e., the closet behind the mail slots).
- Ensure that the chairs, pews and other furniture are organized in their proper places (leave room for one or two wheelchairs near the rear).
- If not already done, fold the service bulletins and put in any bulletin inserts.
- Fill water glasses (from the kitchen cupboard) for the scripture reader and the Pastor.
- **Check with the Pastor to see if there are any special instructions or needs for the day.**
- Greet people and hand out the bulletin/order of service.
- During the first hymn, light the altar candles (right side first, left side second) using the lighting wand (hanging on the wall to the left, just inside the front sanctuary door), bowing prior to, and after, lighting. Note: only ½ to ¾ inch wick on the lighter should be used in order to avoid smoke. (Matches can be found on the top of the mail slots, just outside the front sanctuary door.)

### **During the service:**

- Assist late-comers to find available seating.
- Be alert to people who may require assistance, for example finding a hymnal or health-wise.

- **Ensure that the exterior door to the Fellowship Hall is kept closed and locked while the worship service is in progress.**
- Count the number of participants (including children) and record the number on the attendance sheet that is mounted on the wall above the photocopier in the church office.
- **Offering** (the offering plates are normally kept on the stand just inside the main entrance door to the sanctuary). As the offering hymn starts, go to the front with the offering plates and collect offerings on each side. After the collection, wait for the Pastor's signal to go forward with the filled plates. Place any prayer requests (collected with the offering) on top for the Pastor's attention. Wait until the offering plates are placed on the Altar to return to your station.
- **Communion** – The musical group/choir communes first. Ushers should commune last.
- During communion, one usher stands at the front by the individual cups to ensure that enough individual cups are available and to offer juice to anyone who request it.
- The other usher invites the congregation to go forward for communion, in groups of between 12-14 people at a time, starting on the left side.

**At the conclusion of the service:**

- Extinguish candles, using the lighting wand, during the last verse of the closing hymn, bowing prior to, and after, extinguishing.
- When the service is over, stand at the exit and offer any periodicals or devotional booklets.
- **Clean Up** - When the congregation has left the sanctuary, collect any loose papers left in the hymn racks and straighten the hymnals.
- Turn down the heat (to 15 degrees C.) and turn off the lights in the sanctuary.
- **Ensure that any doors that you unlocked prior to the service are locked before you leave the premises.**