

Unitarian Church of Lincoln

# USHERS INSTRUCTIONS

Following the Service: Leave this sheet in the plastic folder which is kept in the designated Ushers Box in the church office

Usher Responsibilities:

- **To greet people entering the sanctuary warmly, with a smile and good eye contact.**
- **To help everyone find a seat where they can enjoy the service.**
- **To be as helpful as possible in whatever way makes the most sense at the moment.**
- **To pass the offering plate; count and store the funds collected.**
- **To assist during an emergency in accordance with the “Evacuation Plan Instructions” and the “Emergency Response” (May 2017).**

Note:

1. Assisted listening devices are available for use in the sanctuary. On request, escort hearing impaired people to the AV booth for instruction on use of the devices.
2. Large print hymnals are available for use upon request; they are located near the piano.

<b>Prior to the Service:</b>
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- \_\_\_ Arrive by 9:30 a.m.
- \_\_\_ Be sure to wear your name tag. Red “Welcome” tags are in the center drawer of the table in the entryway.
- \_\_\_ Secure the four (4) offering plates from the usher’s cupboard in the office. The Order of Service, the Usher Instructions and the Usher Sunday Report can be found in the designated Ushers Box on the counter in the office.
- \_\_\_ Place the offering plates on the elevated platform at the front of the sanctuary, two on each side of the pulpit.
- \_\_\_ Determine whether one or both hymnals will be needed by looking at the Order of Service.
- \_\_\_ If needed, distribute hymnals throughout the sanctuary, placing on every other chair. The hymnal rack is kept in the southeast corner of the sanctuary.
- \_\_\_ Signs can be found in a plastic folder in the designated Ushers Box.  
Place signs reading *“Please reserve this chair for those with physical limitations”* on the chairs with arms in the sanctuary.  
Place “quiet please” table tents on the tables in the Gallery Space.
- \_\_\_ Help people who use wheelchairs and others needing assistance find their place in the sanctuary. An aisle chair may need to be removed to accommodate a wheelchair. Offer to place walkers at the back of the sanctuary.
- \_\_\_ If by 9:50 no decoration has been placed in front of the pulpit, select one from the center of the counter in the office and place it in front of the pulpit.
- \_\_\_ At 9:55, ring the bell in the hall and gallery space to indicate the service is about to begin. The bells are stored above the door on the north side of the sanctuary.
- \_\_\_ Doors to the sanctuary should remain open until after the children have departed for their classrooms. During the service, watch for and greet latecomers, hand them an Order of Service and help them find a seat as quietly as possible. **Please Note: Do not seat latecomers during time period(s) marked by asterisks in the Order of Service. People may be seated during any other time.**

### During the Service:

- \_\_\_ Provide assistance with seating people after the church service has begun.
- \_\_\_ The **offering** will be taken during the service; check the Order of Service for timing. Pick up the offering plates and hand one to the closest person in each section of the sanctuary. Follow the plates as they are passed down each row and to the back of the sanctuary. Immediately take the offerings to the church office, count and record the cash, coins and checks collected on the "Ushers Sunday Report". Ushers should sign at the bottom of this form to verify the amount. Put the cash, coins and checks the "bank bag" and place the bag in the safe or hand it to the authorized office person, who will lock the safe.

### After the Service

- \_\_\_ At the end of the service, retrieve any walkers placed at the back of the sanctuary and return them to their owners.
- \_\_\_ Pick up hymnals stacked at the end of rows or left on chairs and place them in the hymnal cart.
- \_\_\_ Pick up the small signs reserving chairs and the "quiet" table tents, put the signs in the plastic folder and place them in the designated Ushers Box.
- \_\_\_ Collect all used Orders of Service, separate by color for recycling or reusing and put them in the designated Usher Box. *Watch for comments written inside the Order of Service. Place those in the Minister's mail box.* Return the Ushers Box to the office.

NOTE: We hope you will stay for coffee hour and use a red & white striped mug to encourage newcomers to chat with you about the church. As you or they leave, remember to invite them to come again and thank them for coming.

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***Thank you for helping with ushering tasks this year. YOU make the difference in making this a welcoming congregation!***