

Unitarian Church of Lincoln
Ushers Sunday Report

(Leave this sheet in the office following the service.)

Date _____ Weather _____

Sermon/Service Title _____

Speaker/s _____ Special Event/Day _____

Ushers: _____ and _____

Usher Responsibilities:

- To greet people entering the sanctuary warmly, with a smile and 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 collection plate; count and store the offering.
- To assist with “sheltering” in the event of a weather emergency such as tornado, or “evacuation” in case of a building emergency such as a fire.

Note:

1. Assisted listening devices are available for use in the sanctuary. On request, escort hearing impaired people to the AV table for instruction on use of the devices.
2. Large print hymnals are available on the hymnal rack at the back of the sanctuary; use upon request.

<p>Prior to the Service:</p>

_____ Arrive by 9:30 a.m.

_____ Put on your name tag and a red WELCOME badge (Available in the basket near the name tag racks.)

_____ Secure from the church office: Order of Service and 4 large wooden offering plates.

_____ Place the offering plates on the elevated platform at the front of the sanctuary, two on each side of the pulpit.

_____ If the piano is covered, remove the cover and place it in the nearby box for the duration of the service.

_____ 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.

_____ To make room for extra seating, push the hymnal cart into the Gallery Space, against the wall.

_____ Reserved seat signs can be found on or near the rolling hymnal rack at the back of the sanctuary.

- Place signs designating **seating for families with small children** in the back rows on the North and South sides of the sanctuary. Please mention to parents of young children that the service can be heard in both gallery space and the nursery in case their children become restless during the church service.
- Place signs reading **“Please reserve this chair for those with physical limitations”** on the chairs with arms.

_____ 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, use the cylindrical glass bowl found in the office.

_____ 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.

_____ At 10:00 close both doors and wait briefly in the hall to quietly greet latecomers, hand them an order of service and ask them to wait to be seated. **Please Note: Do not seat people during the Prelude, during Opening Words or during Sharing of Joys and Sorrows; marked by asterisks in the Order of Service. People may be seated during any other time.**

During the Service:

___ **Offer assistance with seating people after the church service has begun. Please walk them to an empty seat.**

___ 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. Both ushers should count the offering, recording the total amount of cash and coins and the number of checks. Both ushers are asked to 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. Be sure to lock the safe door.

Attendance should be taken just after the departure of the children for their classrooms. Each usher may count half of the sanctuary, and the count totaled and recorded below. Don't forget to count the adults in the kitchen and gallery space and include service presenters, musicians, choir members, etc.

Total adults in sanctuary _____ Total adults in gallery space and kitchen _____

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.

___ Move the hymnal cart back into the sanctuary.

___ Pick up hymnals stacked at the end of rows or left on chairs and place them in the hymnal rack.

___ Pick up the small signs that designate reserved chairs and place the signs on hymnal rack.

___ Collect all used Orders of Service, separate by color and return to the office for recycling or reusing.

Note: Comments written on the bulletin should be placed in the minister's mail box.

If you stay for coffee, **please look for newcomers and chat with them.** As you or they leave invite them to come again and thank them for coming.

Offering verification: Total of all four collection plates for this Sunday:

Usher One	Usher Two
Total amount of cash:	Total amount of cash:
Total amount of coins:	Total amount of coins:
TOTAL AMOUNT OF CASH & COINS:	TOTAL AMOUNT OF CASH & COINS:
Total number of checks:	Total number of checks :

Signature of Usher one:

Signature of Usher Two:

Signature of Authorized Office Person

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