

USHERS SUNDAY REPORT

(Leave this sheet in the office following the service)

Date _____ Weather _____

Sermon/Service Title _____

Speaker/s _____ Special Event/Day _____

Ushers: _____ and _____

During the Service:

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 office, count and record the cash, coins and checks collected. 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.

Offering verification: Each Usher should count the contents of all four collection plates for this Sunday:

Scratch Sheet Use space below to Jot down subtotals for consensus

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Final Count (Consensus between two ushers)

Total amount of cash	
Total amount of coins	
TOTAL AMOUNT OF CASH & COINS	
Total number of checks	

Verifying Signature of Usher One:

Verifying 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!