

First Parish Church of Groton, Unitarian Universalist

INSTRUCTIONS FOR USHERS

Thank you for serving as Usher(s) this Sunday.

Ushers' Checklist BEFORE the Service Begins

- Be ready to usher by 9:45 am.
- Confirm that the hymn numbers on hymn board match the Order of Service. (The numbers are located in a white cabinet in the storage area through the chancel door by the minister's chair.)
- Turn on ALL the lights in the chancel. (The switches are located on the east side wall in the chancel, the side that the minister's chair is on. Please make sure to turn on spotlights.)
- Light the candles on the chancel table and refill small white candles in basket under chalice.
- Make sure the collection boxes are on the chancel table. (Extra candles, matches and boxes are located in the storage area through the chancel door by the minister's chair.)
- Make sure recycling baskets are placed at each exit door at the end of the service.
- Offer an Order of Service and any other handouts to every person of reading age. (Hearing devices and large print hymnals and orders of service are available for those who need them.)
- Invite people to be seated. *If the sanctuary is getting full, point or show people to empty seats.*
- Ask people to wait at the door if the Call to Worship has begun. Invite them to be seated once the Call to Worship is over.

Ushers' Responsibilities DURING the Service

1. Hand out Stickers to those guests who raise their hand during the Welcome and Announcements! (If this is announced. Large stickers are located in small baskets on tables at doorways. There may be children to help with this.
2. Count the Total Number of People Attending. Please take the count at about 10:15 AM or *before* the children and teachers leave. Count the total number of people, including yourself, greeters, organist, choir members, minister and other worship leaders. *Please be subtle—count during the opening hymn if possible!*
Count adults and children separately. Don't forget the kids in the pews.
Record the number of adults and children, the sermon title, worship leader and weather in the attendance book. (The attendance book is located on the back chair or pew with the Orders of Service.)
3. Close the Doors to the Sanctuary during the first hymn (especially important during cold weather!)
4. Collect the Offering. When the Offering is announced, two ushers come forward to receive boxes from the worship leader. Each usher should start collecting down the center aisle, then walk to the front (toward altar) of the side aisle and collect down side aisle and meet in the back. Please whisper a "Thank You" to each person who puts an offering in the box. *When you are both finished collecting, wait at the back for the music to end. The minister will ask everyone to stand for the Offertory Response, then walk forward, down the center aisle, and return the boxes to the minister*

Ushers' Checklist AFTER the Service Ends

- Put out all candles and switch off all sanctuary lights.
- If any windows have been opened, make sure they are closed. If any fans have been turned on, make sure they are turned off.
- Close the small doors on each side of chancel and the red sanctuary doors.