

BEFORE WORSHIP TIME	USHER CHECKLIST <i>(Need about 15 minutes to do these actions.)</i>
8	Unlock the doors in the back and front of the church
7	Check bathrooms for toilet paper/hand/soap. Refills are in the <b>Supply Closet</b> between the Restrooms.
6	Check in with the Assistant Minister, so they know you are present.
5	Check the bulletins on table at the back of the Sanctuary on the right as you face the doors.
4	Make sure that sign-in books are on each pew/pens included.
3	Make sure 2 Offering plates are on table at the Sanctuary back on the left as you face the doors.
2	Get lighter for Acolyte lighters from drawer at wet bar in Narthex. They need to be lit after the <i>Confession</i> . <b>Ushers</b> light them, if the acolytes are very young.
1	<b>Close</b> Sanctuary doors immediately following the <i>Prelude</i> and <i>Service Notes</i> . During <i>Confession</i> , no entry. People may enter, following, during the <i>Gathering Hymn</i> .

DURING WORSHIP TIME	USHER ACTIONS
PRELUDE	<b>Control the NARTHEX noise.</b> Remind them that the Prelude is going on. You may have to politely ask members to come in and be seated.
ATTENDANCE	Do a <b>Head count</b> some time after Special Music. <i>Record in the <b>WORSHIP ATTENDANCE BOOK</b>, found on the <b>RIGHT</b> side (away from the phone) of Dan Brennan's desk.</i>
OFFERING	Pass <b>Offering Plates</b> , starting at the <b>front</b> of Sanctuary.
During "Let the Vineyards Be Fruitful"	(Acolytes bring the Offering Plates forward to "present" and place on table by Sacristy.) Ushers bring the <b>FLAGON</b> (wine container) and the <b>PATEN</b> (bread plate) forward to "present" to the AM and the acolyte (who is not dealing with the offering plates). PC does this if there is only 1 acolyte serving. Ushers move <b>Communion Cup Table</b> to center of aisle by front pew.
COMMUNION	Direct congregation, starting at the front of Sanctuary. <b>Point out to AM/PC, anyone who can't walk to Rail.</b>
Continuously...	<b>Please control the entering and exiting</b> by congregation in the Sanctuary. The unfavorable exit/entrance times are during <b>all prayers</b> , Kyrie, Lessons and Psalm, Special Music, Sermon, Great Thanksgiving.

AFTER WORSHIP TIME	USHER ACTIONS <i>(Need about 10 minutes for this.)</i>
Both services	Check pews for debris, discarded bulletins. You might (rarely) even need to sweep/vacuum.
Both services	Straighten chairs, especially at the back R and L rows for adequate spacing. PC has a special yardstick he will lend.
Early service	Get money from Offering plates from the <i>Credence Table</i> (the short table next to Sacristy). Put money in the SAFE in the office.
Late service	Sanctuary/Narthex lights off. Lock ALL doors. Tellers are in Fellowship Hall usually.
Late service	Get money from Offering plates from the <i>Credence Table</i> (the short table next to Sacristy). Put money in the SAFE in the office. Tellers may do this if they are in attendance at this service. Please coordinate with them.

