

Lead Usher Corps tasks (revised 1-9-19)

The Lead Usher is responsible for **completing or assigning** several tasks on Sunday AM. The following is a checklist for Lead Usher tasks.

30-45 minutes before the service

- Make sure that the correct hymnals are available for that service.
 - Put one cart of hymnals near the back entrance to Community Hall and the second cart near the front entrance to the hall.
 - Put correct large-print and Braille hymnals on the lobby table. Braille and large print volumes are found in the center cupboard of the credenza. (Sometimes large print volumes are in the Lucite holder on the credenza surface.)
- Collect the orders of service from Tammy's office. There may be inserts that need to be collated; recruit assistance as needed. The work room table is a good place to stuff inserts.
- Open the Community Hall doors.
- Bring out basket with hearing assistance devices (in credenza drawer) and place on the halfmoon table in the lobby. Check to see that they turn on. Batteries, extra earphones, (and sometimes extra devices, if the count in the basket is low) are in a locked closet in Sapphire's office (the office with the lobby window). Access instructions will be provided by email, or ask the custodian for assistance.
- Also in credenza drawers are pink Usher buttons, the Offertory plates, latecomer row clips/cords, and reserved signs for usher chairs. Get everything out.
- Put the latecomer clip/cord/sign assembly on both ends of 4 rows/sections (with "row/section" defined as being on ONE side of the aisle only) – **so 2 on each side of the aisle.**
- On Family Chapel days (generally 1st Sunday of the month; check in the lobby if you're not sure), use pew clips with cord and appropriate sign to block both ends of ONE row/section in the middle on piano side of Community Hall, for Family Chapel parents. (remove cord when parents arrive at ~10:25)
- Set up the Sunday Service Logbook on the wooden bar-height table in the lobby. (If the binder is not already on the table, check in the credenza.) Check on whether there are blocks to enter comments on the lead page, and place a clean page there if needed. Put today's date, service title, officiant, and music presenter(s) in the next clean block. Leave the logbook standing (for visibility) on the table, with a pen.
- Get the stones bowl AND yellow card tray out of front Joys and Sorrows table drawers (left and right drawers, respectively). Be careful; the bowl with stones is heavy! Scatter ~30 stones around the bowl. (Often the Custodian does this task.)
- On choir Sundays, put a basket on the piano for choir offerings. There might be a specially labeled basket in the choir alcove (doorway against the right wall) or get a basket from the drawer with the offering plates.
- Check to make sure hand microphone is on table and sound system is turned on.
- Set up three chairs for ushers, and put the reserved signs from the credenza drawer on the chairs. There should be 3 chairs folded in the back corner, between the credenza and the wall. The chairs can be put back there at the end. If there are no folding usher chairs, they will need to be retrieved from one of the chair racks. There might be one in the lobby; if not, look in the elevator lobby in the basement or balcony.

20 minutes before the service

- Assign and instruct one usher for the balcony who takes upstairs 18-20 Orders of Service, checks for correct hymnal, and checks to make sure there is a basket for the collection. Ask balcony usher to bring balcony collection downstairs and report balcony attendance count immediately after the offering is complete.
- Designate a microphone carrier (for intro of newcomers and Joys/Sorrows).
- If the Order of Service indicates less than 4 ushers have signed up, recruit someone to assist with the offering downstairs.

10 minutes before the service

- Ring the chime or gong firmly and loudly in hall, front lobby, and Channing; flash lights in Channing. Use the small chime with attached stick, or the large gong and stick, both of which are stored in Tammy's office, hanging across from her desk, near the door to the inner office. You can bring the chime or gong to the Community Hall lobby for convenience; return it after the service.
- Light the small votive on the chalice table, which is used later to light the chalice. Matches and extra votives are in the table drawer.
- Encourage congregants to enter Community Hall.

5 minutes before the service

- Ring the gong again, loudly and in all locations, as above. Blink the lights in Channing again.

10:00 (or when Gathering Songs are over and the chime is rung to begin the service)

- Close the front door to Community Hall, and one back door, leaving the second back door open until the flow of entrants subsides.
- Promptly remove the latecomer reserved row clip/cords, and assist those entering to be seated quickly and quietly. **Latecomers can enter whenever they arrive, and one usher should stay near the door for the first few minutes of the service to assist those entering.**
- Baskets for hearing devices and Orders of Service should remain on the lobby halfmoon table so that items can be returned there after the service.
- If seats are in short supply, check for extra seats in balcony. Put up folding chairs in the back as needed.
- On Family Chapel days, ensure that parents arriving from Chapel are welcomed in, remove cord and signs from reserved row, and assist in finding additional seats as needed.

During Service – Microphone assistance for Newcomer Introductions and Joys and Sorrows

- Turn on the front mike for Newcomer Introductions and carry it to any who stand or raise their hand to introduce themselves or their guests.
- For Joys and Sorrows, **stand with the microphone at the front but a little ways away from the stones table, toward the door, so that there is room for those who wish to speak to stand on either side of you.** Those with sorrows who wish to speak first will be offered that opportunity in the introductory script, and those folks will be asked to stand to your left (toward the pulpit). Offer the mic to the sorrows people first. Make sure the mic stays on, and assist all users as needed to ensure they can be heard. Prompt anyone who forgets to state their name.

Offering, attendance count, and end of service

- With 3 ushers and 4 plates, have one usher in center aisle with 2 plates and one usher in each side aisle. Wait at rear during the Offertory introduction, and until the Offertory music begins, and then process together to the front and begin passing the plates.
- The attendance count should be taken immediately after the Offertory. (If you foresee a time crunch in completing the count at that time, take it during the sermon, but do your best to be unobtrusive.) Everyone, including the choir, should be counted, and the number recorded. **For intergenerational services, children must be counted and recorded separately. A separate choir count is needed (include Music Director), although the choir is also included in the total adult count.** For getting the separate children's total, it might be easiest to count everyone and then count children and subtract, rather than try to maintain two totals in your head, but do whatever works for you.
- During the Closing Words, open all doors and place the plastic chocks to hold them open.

After the service

- Remember to collect the choir offering basket from the piano on choir Sundays.
- Take the collection to the office and have two people count. Ensure that the balcony collection and attendance number are included. Fill out the pink form found in the "Sunday Drop Box" or on the shelf nearby to record the collection and attendance count (children and adults separately for intergenerational services, and choir broken out but also included in adult total).
- Put the collection money and paperwork in the labeled red zipper satchel and turn it over to Reese Satin, Seth Edelman, Kathy Harris, or Sam Trumbore to put in the safe. If none of those people can be located, the satchel can go through the office door slot into the locked box on the inside for retrieval by staff on Monday morning.
- Collect and reshel/neaten the hymnals (check under chairs) and check for yellow Joys/Sorrows card in the back of the books. Extra cards are in the credenza drawer, and also in the RSC mailbox in the workroom. Return unused or discarded Orders of Service to the office for recycling.
- Turn off hearing devices and store basket in the credenza. Put the offertory plates, usher buttons, and pew clip/cords away in the credenza. Return Braille and large-print hymnals to their proper spots. Return the stones bowl to the left-hand drawer of that table and the tray for yellow cards to the right-hand drawer.
- Check pulpit and clear out old stuff – water glasses, etc. Then treat yourself to coffee!