

Albany UU Usher Duties - Community Hall (1/9/19)

Before the Service: Please arrive 30 minutes before service and check in with Lead Usher for duty assignment.

Locate collection plates, Sunday Logbook, and other supplies	Collection plates, usher buttons, hearing assist devices, and "Reserved" clips/cords are in drawers of credenza at rear of Community Hall. Get everything out. Hearing devices go on the halfmoon table in the lobby. Place clips/cords on both ends of 2 full rear rows on each side (" row " defined as center aisle outward on one side).
Usher buttons	Please wear usher button along with your personal name tag
Collect Orders of Service from main office	Put Orders of Service from the office on table just outside Community Hall. Inserts may need to be stuffed into orders of service. Balcony usher – take 18-20 orders of service to balcony. Be sure there is a collection basket in the balcony.
Hymnals	Hymnals should be on the rolling carts outside Community Hall and on the table in the balcony. Check the order of service to be sure the correct hymnal is out. The single cart with the teal hymnals is sometimes stored in the coat room; bring to Community Hall lobby.

15 minutes before the service begins, two ushers at the doors from the hallway to Community Hall. One usher at entrance to balcony. 4th usher can float to assist with seating; also available for gong-ringing.

Greet attendees, hand out Order of Service	Offer hearing assist devices from the basket on the table outside Community Hall if they are needed.
Be sure people pick up hymnals	Encourage sharing.
Direct newcomers with children.	To the Welcoming Table in the lobby (at 405 Washington entrance).
Direct newcomers wanting information or name tags	To the Welcoming Table in the lobby (at 405 Washington entrance).
Light one votive candle	In preparation for the chalice lighting.

10 minutes before service begins, and again 5 minutes before.

Ring the gong in hallway, front lobby, and Channing Hall	To signal that the service is about to begin. The gong is presently located in the Main Office. Blink the lights in Channing to get attention.
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5 minutes before the service begins

As Community Hall fills up, encourage arrivees to move to center of rows	<u>Main Floor.</u> Encourage people to move toward the center and far side of Community Hall, so open seats remain near the doors. Be prepared to put out additional seats in rear if necessary. <u>Balcony.</u> Encourage people to move across balcony to far side and center for seating.
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As the service is about to begin

Encourage folks to enter as the gathering songs are sung	One or two gathering songs will be introduced by the Music Director and sung by the congregation. People can still be entering at both doors during this time.
Close front door when the chime is rung from the stage	When the gathering songs are finished, the chime will be rung from the stage. The front door to Community Hall should be promptly closed at that time. Latecomers may enter at the rear doors and should be directed to the rear rows reserved for that purpose. (Remove clips/cords as the service is beginning.) Latecomers may enter at any time, and should be assisted in finding seats as quickly and unobtrusively as possible.

During the service

Welcome guests and visitors, take cordless microphone around	Lead usher (or designee) takes cordless microphone (turn switch to On) to anyone who stands or raises his/her hand. The microphone will be located on the table with the stones in the front of Community Hall. If it is missing, check with Custodian.
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Joys and Sorrows	Lead usher (or designee) manages the cordless microphone for the line of folks who wish to speak. <u>Hold the microphone in your hand until all the silent folks have moved their stones; turn the microphone on as stone-moving comes to an end. Pass microphone to the first person who is waiting. Encourage the speaker to hold it close to his/her mouth when speaking. Get the microphone back and then do the same with each person in the line.</u>
Offering - Pass the collection plates	Ushers take the four plates to front of the hall after the Offertory music begins. There should be one usher on each side aisle and one at the center aisle. Pass and catch the plates on alternating rows.
Count attendance after the Offering, or when you're able	Count and record all in attendance, including the choir. During intergenerational services, children should be counted and recorded separately. Report the count in your section to the Lead Usher. The balcony usher should take a head count also and report it to the Lead Usher.

After the service

Open all the doors to Community Hall	Each Usher opens nearest door and places the chock to keep it open.
Remove any folding chairs	Fold and stack as necessary. Put the three usher chairs in the back corner between the credenza and the back wall.
Tidy seats. Collect hymnals and restock hymnals as necessary	Collect hymnals, particularly the ones left in slots underneath seats, and return to carts outside Community Hall. Collect trash. Make sure that there is a joys and sorrows card in each hymnal. More of these can be found in the credenza, in the rack on the halfmoon table in the lobby, or in the Religious Service mailbox in the workroom.
Count the collection	Take collection promptly to office. Two people should count the collection. See details below.
Record attendance	Put the date and head count totals on the pink form for the collection of money.
Clean out the podium	Remove any unnecessary papers, water glasses, etc. from the pulpit. Put all the supplies back in the credenza drawer.

DETAILS

Visitors: Visitors will likely be intercepted by greeters and membership volunteers in the Washington Ave lobby. If any newcomers arrive having somehow bypassed that process, they can be directed back to the lobby for nametags, etc. Newcomers with children will also be advised about the nursery and RE classes. Those with infants might like to know about the window and chair in the balcony lobby overlooking Community Hall, where they can listen to and watch the service if their baby becomes restless.

Extra seating and latecomers: *If greater effort is made to encourage people to sit in front, in center seats, and on the far side of Community Hall, seating latecomers will be easier.* Direct latecomers to the reserved rows in the rear, but they may sit elsewhere if they prefer. Parents entering after the monthly Family Chapel will have a reserved row on the "piano side" of Community Hall, marked with clips and cord. Provide any necessary assistance in helping all entrants to find seats. If all the seats are full, folding chairs may be added at the rear of the hall. The folding chairs are located on racks that might be in Community Hall lobby, or may be in the balcony or basement elevator lobbies.

Cordless microphone: Please turn cordless microphone on before it is used, and off after it is used.

Count the collection: Two people should do this.

- On the shelf in the main office you will find the red plastic zipper case (labeled for collection proceeds) and pink Receipt of Monies form.
- On the Receipt of Monies form put your names and the date. Write the number of checks (but no need to add them up.) For cash: Stack bills neatly by denomination, face up please, count and write the total on the form. Do not count coins.
- If there is cash in an envelope with name and purpose written on it, leave it in the envelope, do not add it to the collection total, and mention the envelope on the form.
- Record the head count on the form. Include count of children for intergenerational services.
- Put Food Pantry donation envelopes in an envelope labeled "Food Pantry" (if they haven't already been collected by the Food Pantry volunteer).
- Place the form, checks and money in the envelope and give to Reese Satin, Seth Edelman, Kathy Harris, or Sam Trumbore, to put in the safe. If all else fails, the zipper case can be put through the slot on the office door into the locked security box on the inside of the door, where staff can retrieve it on Monday morning.