

# Sunday Usher Directions

(latest update AUG. 2012)

1. **ARRIVAL:** Please arrive by **10:00 am** for the 10:30 am worship service.

Wear your **nametag** and **Usher Badge**. If you have experience doing this, try to help any new usher who is working with you.

2. **MATERIALS:** Orders of Service with “What’s Happening” handouts inside, offering baskets, “Usher” badges, will be found **on the large table to the right as you enter the office**. There are 2 “Reserved Seat” signs you can use to save seats for yourselves, if you wish. **Large baskets for recycling program covers** should be placed **by the front door and also the side entry door**.
3. **GREETING:** Greet people at the entrance to the sanctuary and hand them an Order of Service. **If the sanctuary is crowded, help people to locate seats.**
4. **SEATING PERSONS WITH DISABILITIES:** See **full directions on the back of this page** for detailed information about this. There is a walker and wheelchair, if needed, in the two closets past the library.
5. **DOORS, SIGNS (NEW):** We are hoping to keep the arrival of latecomers non-disruptive to the service. **Just before the service begins** place the “**SERVICE HAS STARTED**” sign next to one of the doors.

**One usher also goes round to close the double doors on each side of the sanctuary** (except for days of excessive heat in summer) and places the other “**SERVICE HAS STARTED**” sign at the sanctuary entry, **facing the door to the parking lot**. Be sure that the sign is **placed to one side** so that it **does not block the doors** if someone should exit during the service.

Late arrivals are asked to wait at the back of the sanctuary, until you indicate it is a time they can be seated, or they can take a seat from a side aisle, if they prefer not to wait.

**Basic rule: Try to avoid having latecomers take seats from the center aisle during any SOLO presentation – musical or spoken** with an exception for the elderly, all others should be asked to wait until after the chalice lighting.

6. **AMBULATORY NOISE:** Every spoken word in the ambulatory is heard throughout the Sanctuary. If necessary, please leave the service, **go to anyone who may be talking in the ambulatory**, and politely advise them **to go into the office to talk**, with the door securely closed behind them.
7. **OFFERING. (NEW) As the musicians begin setting up for the Offertory** (listed on Order of Service or as announced by the Minister or Worship Associate), **go down the center aisle to the front with the offering baskets and start them down the first appropriate row**. Generally, match your pace to that of your partner usher.

**When the collection is finished, please return to your seats at the rear of the church with the offering baskets. At this point you can either choose to go to the office to count and deposit the offering or wait until the service has ended. Should there be a need for one usher to tend to a matter, the other usher should mind the collection baskets. (New directions implemented in August 2012 at the request of the Worship Associates and Interim Minister).**

(continued on next page)

8. **COUNT the attendance**, including choir, while walking quietly along side aisle as far toward the front as is necessary. One usher can do one side, one the other, etc. \***On intergenerational worship Sundays, children should be included in the count. Enter this count on the Attendance Sheet posted on the door of the Sunday Cabinet in the office.**

9. **COUNTING the offering.**

At the end of the postlude, take the collection baskets to the office. Ideally there should be two people counting. One should start with the cash and the other with any checks. When an amount has been determined (one for cash and one for checks) reverse roles and count again (if you counted cash first, you now count the checks and vice versa). This ensures accuracy so if your numbers do not agree – RECOUNT. Open any offering envelopes. If there is cash in an envelope, remove it and if there is a name on the envelope, write the amount of cash found in the envelope on the envelope – this will enable the person giving the offering to receive proper credit for their contribution. Enter the cash amounts, by denomination, on the Sunday Collection Report. List the total amount of cash, the number of checks and the total dollar amount of checks also on the Sunday Collection Report. Sign the report where indicated and place the cash, checks and report in the blue People’s Bank zipper bag and place the bag in the slot in the top of the locked storage cabinet in the church office (dark gray sides – dark brown butcher block top) located in the area in front of Brian’s desk.

11. **PICKING UP!**

When the sanctuary empties **Return Usher badges and unused Orders of service** to the table in the **office**.

### **SEATING PERSONS WITH DISABILITES.**

**Accessible seating** exists at either end of a few of the pews on the left and right as well as at the back of the Sanctuary. As you greet people, if the need is apparent or special seating is requested, escort the person to his/her choice of available spaces.

**If a wheelchair is being used**, please move any chairs in the space as necessary to accommodate the wheelchair. **If the person wishes to use a chair with substantial arms**, escort the person to the desired seat. **If the Sanctuary is full** just prior to the beginning of the service, invite people to sit in any of the available chairs.

**THANK YOU FOR TAKING PART IN THIS IMPORTANT WELCOMING EFFORT !**

Please feel free to contact us if you have any concerns regarding this process.

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