

Norfield Congregational Church
Ushering Responsibilities & Check List

Please try to arrive at least 30 minutes before the service to get the church ready for the service.

Before the Service:

- ◆ Check all pews, including those in the balcony
 - Throw out any old bulletins, inserts, envelopes, etc.
 - Check, and fill as needed, prayer cards, visitor cards, pencils, and name tags (supplies are in Usher Cabinet)
- ◆ Distribute bulletins
- ◆ Distribute the Offering Plates
 - Two plates by pulpit, one on either side
 - Basket for children's collection by pulpit
 - Two at the entrance of the sanctuary, one on either table
 - One at the top of the left-hand balcony (entrance-side stairs)
 - One at the top of the right-hand balcony (pulpit-side stairs)
- ◆ Check the items at the entrance- busy bags for kids, boxes of tissues
- ◆ Light the candles in the wall recesses about 15 minutes before the service (the brass acolyte wands and matches are in the Usher Cabinet)
- ◆ Put on an Usher name tag

During the Service:

- ◆ Greet worshipers and hand out bulletins
- ◆ Try to notice visitors and help them feel welcome and oriented
 - Invite visitors to fill out and wear a name tag
 - Direct their attention to the Visitor Information page in the bulletin
 - If they have children, let them know about the Children's Sermon and Discovery Hour, and if they have infants, the Greene Room
 - Let them know you are available for any other questions they may have
 - Invite them to come to the Parish Hall for Coffee Hour after the service
- ◆ Remain "on duty" for latecomers
 - Please sit in the chairs designated for the ushers so you can remain both visible and available
 - Latecomers should be seated during a hymn or interlude, never during a prayer
 - Latecomers who wish to sit in the balcony should enter through the stairs to the left, or walk around to the stairs on the pulpit side of the sanctuary
- ◆ Take attendance (attendance taking is an important part of the Usher's responsibilities)
 - Take attendance before the children leave the church, before or during the children's sermon, go to the balcony to count the balcony, be sure to include the choir in your count, count only adults, not the children, their attendance is taken at Discovery Hour
 - Fill out one of the Attendance Sheets located in the Usher Cabinet, including the date, attendance, and any relevant notes (the sheet will be taken to the office at the end of the service)
 - Record the attendance also on the Attendance Chart in the Usher Cabinet

- ◆ Collect offering
 - When the deacon calls for the ushers, proceed up the aisles to get the plates
 - Start with the outside pews, and proceed from the front to the rear
 - Wait for your partner before continuing on to the center pews
 - One of the “regulars” in the balcony will pass the plate upstairs and bring it down to you
 - When the collection is complete, wait in the rear until the Doxology begins
 - When the Doxology begins, proceed up the aisles in unison and stand at the front, facing the pulpit
 - When the deacon has completed the prayer of Thanksgiving, set the plates on the dais and return to the rear of the sanctuary
- ◆ Extinguish pulpit area candles
 - During the final verse of the closing hymn, proceed up the aisles with the acolyte wands (located in the Usher Cabinet) and extinguish the candles in the wall recesses
 - If there are Advent, Lenten, or other special candles, do not extinguish until after the service is ended and the congregation has departed

After the Service:

- ◆ Return Usher name tag to cabinet
(If you happen to forget, please return it prior to the next service)
- ◆ Collect all left-over bulletins and throw out
 - Check all racks, both main level and balconies, for bulletins, inserts, etc.
- ◆ Check pews and clean as necessary
 - Check all pews and floors for left-behind bulletins, inserts, etc.
 - Check for any personal items left behind and take to the lost and found in the office
- ◆ Bring attendance sheet over to the office
 - Leave sheet on the main desk in the office by the computer
- ◆ Report any visitor information to the ministers
 - Make a note regarding any visitor information, including names, children, addresses, etc. and place in one of the ministers mail boxes so they can follow up with a card
- ◆ Report any notes on service to office
 - If there are any notes, including maintenance needs, supply needs, unusual occurrences, or anything else that should be communicated and/or dealt with make a note and leave it with the attendance sheet on the main desk in the office

General Information

- ◆ **Restrooms**
 - A Unisex Restroom is located in the Greene Room behind the sanctuary
 - A Ladies’ Room is located behind the sanctuary, down the stairs to the left
 - A Men’s Room is located behind the sanctuary, down the stairs to the right
- ◆ **Nursery Care**
 - Available before and throughout the service in the nursery, located in the basement of the Christian Education Building
- ◆ **Discovery Hour (Church School)**
 - Open to all children, including visitors
 - Children depart following the Children’s Sermon
 - Located in the Christian Education Building
 - Children should be picked up by parents after the service
- ◆ **Greene Room Audio/ Visual**

- A Television Monitor and Speakers in the Greene Room broadcast the service live for overflow seating and parents with infants
- ◆ **Hearing Assistance**
 - Receivers are located in the Resources Cabinet, opposite of the Usher Cabinet
 - Spare ear bud covers are located on the bottom shelf; please throw out used covers and replace with a new one
- ◆ **Thermostat**
 - Setting should not exceed 65 degrees during cold weather

Emergency Information

- ◆ An AED, Automatic External Defibrillator, and an Oxygen Unit are located in the area between the sanctuary and Greene Room on the right side of the church
- ◆ First-Aid Kit are located in the sound closet in the left rear of the church and in the Greene Room
- ◆ Fire Extinguishers can be found in the following locations-
 - In the sanctuary, on the entrance side, one in each far corner
 - In the area between the sanctuary and the Greene Room on the left side of the church
 - At the top of the entrance-side stairs in the balcony, on both sides
 - At the top of the pulpit-side stairs, in the landing leading to the balcony, on both sides
 - At the bottom of the pulpit-side stairs by the Ladies' Room
 - In the large storage room downstairs, on the left side of the church
- ◆ Dial 911 for Weston EMS

(updated 5-5-11)