

# **Checklist for Ushers**

## **Please arrive at 9:30 or earlier**

### **BEFORE THE SERVICE**

- **KEYS** Sanctuary key (fits front and back doors) is in the Worship Team box; Admin office key is in the Admin box; Belfry key is on the bulletin board in the office. Unlock Sanctuary and Belfry doors if necessary. (The upstairs doors toward the Sanctuary should be closed.)
- **LIGHTS** Turn on all lights –
  1. All green dots in the electric box (in the kitchen area near office)
  2. Rotate the two rheostats fully (round dials under electric box)
  3. The three switches in areas below choir loft. (kitchen, entry, harpsichord)
  4. Entryway lights by the front door
- **HANDICAP PARKING CONES** from closet in back foyer, put out to mark two extra spots.
- **FROM THE ADMIN OFFICE** Get **microphones** and **hearing devices** from the top drawer of the two-drawer file next to the door. Check devices for battery life (turn on and off). Also get the **USB drive** from the bulletin board.
- **SOUND SYSTEM** Turn on main switch, located in the flower room. The switch is tucked back over a large black box marked "church technology." The switch is marked "sound system."
  1. Set up **microphone** in front of the church pews. The **microphone stands** are located in the flower room.
  2. Test the podium and microphone on the stand
- **HEARING DEVICES** Place hearing devices next to the Orders of Service.
- **RECORDING SYSTEM** Prepare the system before the service starts; begin recording after announcements. The full instructions are available on the shelf under the sound system.
  1. Put **USB drive** into the sound equipment slot marked USB.
  2. Hit the "record" button. This will turn on yellow and red lights. The system will read 00:00:00.
  3. **After the ANNOUNCEMENTS**, hit "PLAY" to start the recording; green light will be on.
- **FOUNTAIN** Make sure that stones are in the bowl and water is filled to near the brim. Plug it in. (Water for the fountain is in gallon bottles under the staff refrigerator)
- **FIRE EXTINGUISHERS** Locate the fire extinguishers, just in case they are needed.
- **CHECK ORDER OF SERVICE** for special set up requirements
  1. Children start in the Sanctuary? Set up more chairs!
  2. HYMNS over #1000? Make sure the TEAL HYMNALS are distributed.
  3. JOYS and SORROWS? Check with minister to see if candles will be used; they are in the flower room right hand cabinet marked Christmas candles; a bowl of sand will be found in that room too. Set up a small table for the sand and some candles.

## ○ CHANCEL

1. Check **chalice lamp oil**; refills are in the flower room in the right hand cabinet. 2. **Replace candles** if they are too short; candles are in upper cabinets in the flower room. 3. Check that there is **adequate wick** for the candle lighter. 4. **Light candles** on the chancel table. *Do not light the chalice.*
- **CHAIRS** Set up **folding chairs** behind the pews and/or below the windows as needed. Put out **additional hymnals**. The folding chairs and hymnals are in the closets at the back of the church. .
  - **HEAT** In cold weather, turn on heat in ladies room.
  - **HAND OUT ORDERS OF SERVICE** As people arrive, pass out orders of service. Offer **large print** orders of service **and hearing devices** to those who need them. **Offer assistance** to anyone who needs help being seated.

## DURING THE SERVICE

- **START RECORDING** Turn on **recording system** after Announcements
- **ATTENDANCE FORM** Count **children, adults, choir** and fill out attendance form
- **PASS COLLECTION PLATES** During the offertory, pass the **collection plates**. Return them to the back tables where you found them. Financiers will take them after the service has ended.

## AFTER THE SERVICE

1. Turn off recording system, return USB to Admin Office. Leave it on the keyboard.
2. Retrieve the microphone and hymnal from the worship leader at the back of the church so her/his hands are free to greet people; offer coffee to the worship leader.
3. Place attendance form in the office or DRE mailbox.
4. Gather leftover Orders of Service and loose papers from the sanctuary and recycle them.
5. Put away folding chairs and extra hymnals.
6. Extinguish candles and return Joys and Concerns table to corner if used.
7. Turn off PA system.
8. Unplug the fountain.
9. Return microphone and hearing devices to the file cabinet.
10. Return the mic stand(s).
11. Turn off the heat in the Ladies' and Men's room.
12. Check the power strip next to the keyboard in the Belfry and turn it off if necessary. Lock Belfry door if not in use by music director or church groups (like choir or chimers).
13. **\*\* Turn off lights and lock all doors, OR ask a responsible person (Board Member, Minister, Music Director, Hospitality server etc.) to do so. \*\***
14. **Return the key to the Worship Team mailbox.**

