

GUIDELINES FOR USHER CAPTAINS

5:00 P.M. CHRISTMAS EVE SERVICE

ONE/TWO WEEKS BEFORE WORSHIP SERVICE

- Recruit 3 greeter units (person, couple, family) and 6 ushers (may use 2 ushers to greet).
- Have names to Robin De Rossitte (robinderossite@secondpreslr.org) or 227-0000 by noon a week before Christmas Eve, so that the names will appear in the worship bulletin.
- Contact greeters/ushers a couple of days before the service to remind them of their commitment.
Remind them to wear their name badges.

DURING WORSHIP SERVICE

Captain arrives 45 minutes before the service begins

- Bulletins, large print bulletins, greeter name badges, and offering plates should be on or in the cabinet at the back of the Sanctuary. Usher badges in the cabinet. Usher badges with clips or pin closures are available for those with pacemakers or defibrillators and are located in an index box in the usher cabinet.
- Boxes of candles to be handed out will be by the doors in the back of the sanctuary.
- Check hearing assistance devices to be sure batteries are being recharged.
- Enter names of greeters/ushers on Attendance and Usher Report.

Greeters and ushers arrive 30 minutes before the beginning of the service

- Provide each usher with an usher badge ; assign to specific positions (2 at each door)
- Close Sanctuary doors at the Call to Worship or Prelude, whichever comes first.
- Ask one greeter to remain in Narthex for 15 minutes to handle late arrivals. For ushers handing out bulletins and candles, ask them to remain at the back of the Sanctuary after the service has started to handle late arrivals. Instruct them to be watchful of those needing help finding a seat.
- After latecomers are seated, count the attendance including bell members, clergy and any special groups. Include the numbers on the Attendance and Usher Report and place in the deposit bag to be turned in with the offering.
- The Usher Captain or one of the ushers is encouraged to sit at the back of the Sanctuary during the service to handle any problems that might arise.
- Open all three doors during the Benediction.

AFTER WORSHIP SERVICE

- Collect used bulletins, paper, candles, etc., from pews and return all hymnals, bibles, attendance pads, etc., to holders.
- Make sure candles on the Advent Wreath are extinguished.
- Check and straighten candles used at 5:00 so they may be used again at the later services
- Collect offering from baskets for Pastors' Discretionary Fund and put in bank bag.
- Deposit bag in the slot near the church office entrance.
- Bring fruit offering to North Entry (near Second Hall) for pick-up by someone from an agency we support (varies from year to year). A cart from the kitchen is helpful for this)
- Collect all used bulletins and place paper to be recycled in the blue recycle bin located next to the workroom copier.