Usher’s Quick Guide

Before the service

1. Post the Hymns.

2) Put the collection plates in the front pew.

3) Light the candles: 2 wall sconces, 2 tall ones on the table and the one in the pottery bowl (or dish).

4) Open the side door to the ramp.

1. Greet visitors and hand out the orders of service. Stay at the door until about 10:10.

    Optional: Ring the bell around 9:59.

During the service

1) Count the number of adults, choir members and children for the Usher's Report.

2) Collect the offerings ( see Order of Service for when)

After the service

You may suggest that a church member walk visitors to coffee hour.

1) Extinguish the candles.

2) Turn off lights (in the left hand closet as you face the back of the church open the box and flip the switches that Do Not have an orange dot. To the right of the box turn off the switch for the pulpit light.)  In the foyer is a panel with two rows of buttons. Turn off all except the last switch in the top row (rightmost).

   Note: The heat is now programmed, so we don’t do anything with it.

3) Secure the building (lock and close ALL\* exterior doors (don't forget the door to the ramp). The alarm will be set later.

4) Take the collection, together with the collection plates, to the church office and complete the Usher's Report: Count the CASH ONLY and fill in the amount. Please do not open the pledge envelopes.

In the cabinet marked "Filing Supplies" there is a drop safe. Slide everything in the

collection, together with the report, into the slot in the drop safe.

You are all done!

Thank you!