

## Sunday morning Ushering duties

Thank you so very much for agreeing to usher. For many people attending this morning's service, you will be the first smile (and possibly even a hug) they encounter. Your greeting makes a difference and we so appreciate your willingness to help make this service successful.

- Stand at the sanctuary door to give folks a copy of the order of service. Hopefully you will recognize couples and give only one copy per couple – saves lots of paper! Suzi usually prints 65 copies, which is more than enough for our “average” attendance.
- Watch the clock so that around 9:58 one usher begins encouraging people to enter the sanctuary. There is no clock in the foyer; folks get involved in their conversations and don't know the service is about to start. You can also close one door and slightly close the 2<sup>nd</sup> door (perhaps ½ way) to further encourage folks to enter
- Also at that same time the 2<sup>nd</sup> usher can remove the blue ribbons blocking the last 3 rows. Put the ribbons on the chair next to the basket of headphones. The ribbons are intended to encourage people to sit forward and leave the last few rows for the late arrivers.
- One usher please stay at the door – a surprising number of people arrive between 10 and 10:15 who will need a big smile and “welcome”, an Order of Service and suggestions where to sit. You can direct them to open chairs.
- During the story for all ages, count the adults seated. Obviously any late arrivers will be added to the nose count. Provide that number to the worship leader at the end of the service.
- When it is time for the offering, *wait until the music commences to walk forward* and deliver the basket to people in the front row. Note: we ran an experiment where we passed the baskets from the back of the room to the front. It failed miserably as people could not see the progress of their basket and anticipate its arrival. So we pass the baskets front to back.
- *After the music is completed*, one usher bring both baskets forward and place on the altar table or deliver them directly into the hands of the worship leader or Rev Dennis if he is speaking that day.
- At the end of the service, supervise stacking 2 rows of chairs in the back. On the south side of the sanctuary this makes room for people to mill around the refreshments area. On the north side, this makes room for folks to easily exit the sanctuary as there is a lot of activity in that corner (stacking hymnals in the closet, people milling around the sound system equipment, etc.)

Thank you, thank you, thank you for your service!