

# USHERING PROCEDURES & CHECKLIST

St. Simons Presbyterian Church

## Regular Sunday Worship

(September to May)

	Head Usher	Early Worship Team	Both Worship Teams
<b>Before Worship Tasks</b> <i>(Please arrive 30-minutes prior to service.)</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recruit <b>usher team</b> for assigned Sundays  <i>① Usher Team Selection</i></li> <li><input type="checkbox"/> Assign who will handle the <b>left, right, &amp; center aisles</b> during seating  <i>① Usher Positions</i></li> <li><input type="checkbox"/> Review “<b>Emergency Procedures</b>” with team  <i>① Emergency Procedures</i></li> <li><input type="checkbox"/> Review relevant “<b>Ushering Procedures</b>” with team</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Unlock all <b>exterior doors</b> and ensure power to <b>handicap door</b> is switched to “On”  <i>① Church Floor Plan on last pg.</i>  <i>① Handicap Door</i></li> <li><input type="checkbox"/> Confirm <b>sanctuary temperature</b> is set in comfortable range  <i>① Sanctuary Thermostat</i></li> <li><input type="checkbox"/> Determine if <b>flowers</b> are needed in chancel area  <i>① Chancel Flowers</i></li> <li><input type="checkbox"/> Light <b>candles</b> in chancel approx. 10-minutes before start of worship</li> <li><input type="checkbox"/> Turn on <b>lights</b> in the sanctuary</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check <b>assisted listening devices</b> for battery power &amp; ear pieces  <i>① Assisted Listening Devices</i></li> <li><input type="checkbox"/> Check <b>pews</b> for friendship pads, hymnals, Bibles, and pencils in each pew  <i>① Pew Setup</i></li> <li><input type="checkbox"/> Check to be sure <b>baptismal water pitcher</b> in chancel has water in it  <i>① Baptismal Font Water</i></li> <li><input type="checkbox"/> Fill <b>bulletin boxes</b> in hallways (if not already done)</li> <li><input type="checkbox"/> Check bulletin for any <b>special events</b> during worship (baptism, communion, etc.) set “pew reserved” placards out as necessary  <i>① Special Events</i></li> <li><input type="checkbox"/> Confirm <b>collection plates</b> are on the altar in chancel</li> </ul>
	<b>After Worship Tasks</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Oversee <b>counting the offering</b> and deliver to safe (NOTE: Requires <u>two</u> adult ushers)  <i>① Counting the Offering</i></li> <li><input type="checkbox"/> Turn off <b>lights</b> in sanctuary</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return <b>collection plates</b> to chancel</li> <li><input type="checkbox"/> Empty water in font back into glass <b>baptismal water pitcher</b>  <i>① Baptismal Font Water</i></li> <li><input type="checkbox"/> <b>Check all pews</b> for trash and/or out of place items (hymnals, bibles, bulletins, etc.)</li> </ul>

① Detailed instructions provided in attached pages.

\*NOTE: This checklist only applies during the summer months (June to August) when the church goes to a "summer worship schedule." During the summer months usher teams are only responsible for the 10AM worship service; pastors and staff take care of unlocking church, etc. for the early service in the chapel. The only additional usher responsibility is to make sure the early service offering in the chapel was collected and deposited in the safe.

## Summer Sunday Worship (June to August)

### Before Worship Tasks

*(Please arrive 30-minutes prior to service.)*

### After Worship Tasks

Head Usher	10AM Worship Team
<ul style="list-style-type: none"> <li><input type="checkbox"/> Recruit <b>usher team</b> for assigned Sundays ① <i>Usher Team Selection</i></li> <li><input type="checkbox"/> Assign who will handle the <b>left, right, &amp; center aisles</b> during seating ① <i>Usher Positions</i></li> <li><input type="checkbox"/> Review "<b>Emergency Procedures</b>" with team ① <i>Emergency Procedures</i></li> <li><input type="checkbox"/> Review relevant "<b>Ushering Procedures</b>" with team</li> <li><input type="checkbox"/> Confirm that the 8:45A <b>chapel worship service offering basket</b> (located on table outside chapel doors) is empty, which indicates it has been counted and delivered to safe</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check to be sure all <b>exterior doors</b> are unlocked and ensure power to <b>handicap door</b> is switched to "On" ① <i>Church Floor Plan on last page</i> ① <i>Handicap door</i></li> <li><input type="checkbox"/> Confirm <b>sanctuary temperature</b> is set in comfortable range ① <i>Sanctuary Thermostat</i></li> <li><input type="checkbox"/> Determine if <b>flowers</b> are needed in chancel area ① <i>Chancel Flowers</i></li> <li><input type="checkbox"/> Check <b>assisted listening devices</b> for battery power &amp; ear pieces ① <i>Assisted Listening Devices</i></li> <li><input type="checkbox"/> Check bulletin for any <b>special events</b> during worship (baptism, communion, etc.); set "pew reserved" placards out as necessary ① <i>Special Events</i></li> <li><input type="checkbox"/> Check to be sure <b>baptismal water pitcher</b> in chancel has water in it ① <i>Baptismal Font Water</i></li> <li><input type="checkbox"/> Confirm <b>collection plates</b> are on the alter in the chancel</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Oversee <b>counting the offering</b> and deliver to safe (NOTE: Requires <u>two</u> adult ushers) ① <i>Counting the Offering</i></li> <li><input type="checkbox"/> Turn off <b>lights</b> in sanctuary</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return <b>collection plates</b> to chancel</li> <li><input type="checkbox"/> Empty water in font back into glass <b>baptismal water pitcher</b></li> <li><input type="checkbox"/> <b>Check all pews</b> for trash and/or out of place items (hymnals, bibles, bulletins, etc.)</li> <li><input type="checkbox"/> Lock all <b>exterior doors</b> ① <i>Closing the Church</i></li> <li><input type="checkbox"/> Turn off power to <b>handicap door</b> ① <i>Handicap Door</i></li> <li><input type="checkbox"/> Set <b>thermostats</b> to appropriate temperature ① <i>Closing the Church</i></li> </ul>

① Detailed instructions provided in attached pages.



# Ushering Procedures

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## Acolyte

Rising 3rd graders up to seniors in high school serve as acolytes in the late worship service. These individuals are responsible for bringing the “light of Christ” into worship using the candle torch (located in the usher closet) at the beginning of the service. At the conclusion of the service they will extinguish the chancel candles after relighting the torch and process down the center aisle exiting the back of the sanctuary. *Further information can be found in the “Acolyte Guide” located in the usher’s closet in the narthex.*

## Assisted Listening Devices

Assisted listening devices are located on the shelf inside the usher room. Check that each device has earpieces, and confirm that they are functioning by turning them on/off. If not functioning, replace batteries using AA batteries in the box.

## Baptismal Font Water

At the start of each worship service, water is poured by the pastor into the baptismal font at the front of the sanctuary. Distilled water is used to prevent leaving watermarks on the glass font.

- **Prior to early worship**, ushers should pour distilled water in jug located under the lectern into the glass pitcher and place next to chancel flowers.
- **At the end of early worship**, ushers should refill the glass pitcher using the jug of distilled water located under the lectern.
- **At the end of late worship**, ushers should empty the font directly into the plastic jug and place it back under the lectern.

## Closing the Church

Steps for closing the church:

- 1. Lock all exterior doors:** Using the church floor plan as a guide, late service ushers are responsible for locking all exterior doors following worship. A church key is located in the usher room. Once locked, the lead usher and a second usher will sign the “Door Locking Logbook” located in the usher room.
- 2. Turn off all interior lights**
- 3. Perform walk-thru of kitchen:** Check appliances (oven, coffee makers, etc.) to ensure that all are set to the “Off” position (exception: tea brewer pots remain on at all times).
- 4. Adjust thermostats:** Set/reset thermostat in sanctuary (see: *Sanctuary Thermostat*) and old administrative hallway (Ashantilly Dr. side of church; set to 68° in winter and 77° in summer).

## Counting the Offering

NOTE: Lead usher is always responsible for counting the offering; however, two adult ushers (lead usher + one add'l usher) must always be present during the counting and depositing into church safe.

Steps for counting the offering:

1. Count cash/coins and write the total amount on the cash count slip.
2. Place slip (initialed by both ushers) and cash/coins into the envelope marked "Cash," and put into the bank bag. Do not open envelopes after they have been sealed.
3. Gather loose checks and stamp top back of each check with the deposit stamp located on desk in usher room and place in bank bag.
4. Lock the bank bag and leave keys on desk in usher room.
5. Lead usher and one other adult usher deposit the bank bag into the church safe located in supply closet next to library. Place bank bag into the hopper, turn crank, and confirm that bag has dropped into safe.

## Emergency Procedures

Ushers should familiarize themselves with the list of emergency responders located on the box of medical supplies in the usher room. Also, ushers should know the location and use of all fire extinguishers. A **defibrillator** is attached to the wall in the back hallway just outside the Britt Room. Note that there are typically medical doctors attending both services – in the event of a medical emergency during worship immediately notify a medical doctor in attendance and/or call 9-1-1.

## Flowers

Check bulletin to see if flowers are needed in the chancel. If flowers are listed in the bulletin but not in the chancel, check the kitchen to see if they were inadvertently delivered there. If no flowers are listed in the bulletin, retrieve the permanent arrangement located in the last closet at the top of the inside ramp to the church office wing – the usher key can be used to unlock the door. If there is a **birth announcement**, check to be sure that someone has placed a rose in the chancel area.

## Handicap Door

The handicap door is located in the back hallway at the "Butterfly Garden Entrance," on the Ashantilly Dr. side of the church. To prevent damage to the door, it is important that the power be properly turned on and off before and after worship services. Please refer to and follow the directions located on page 7 for operating the power door.

## Offertory Positions

Prior to worship, check bulletin to determine when the "Offertory" will happen during the service. The Offertory typically happens in the middle of the service after the singing of the middle hymn or immediately following the "Prayer of Thanksgiving and the Lord's Prayer."

Steps for taking up offering:

1. Four ushers line up in rows of two at the back of sanctuary.
2. At appointed time, ushers walk forward and stand together at bottom of chancel steps; pastor will hand each usher a collection plate.
3. Ushers move in pairs to the left and right transepts.
4. After collecting in transepts, two ushers move to center aisle while other two ushers move to left and right outside aisles in main part of the sanctuary.
5. Ushers move in pairs, passing collection plates down each pew from front of sanctuary to the back.
6. During the singing of the Doxology, two ushers bring all four plates forward down the center aisle to the front of the sanctuary and stand together at bottom of chancel steps.
7. After pastor prays, ushers hand him/her collection plates and walk back down center aisle.

## Pew Setup

Prior to worship, check to confirm that each pew has a friendship pad, hymnals, Bibles, and pencils. Also confirm that every **pew pocket** contains prayer cards, offertory envelopes, Stephen Ministry bookmarks, and yellow reservation cards. Extras for all these supplies are in the usher room. Ushers have general responsibility for helping make sure the pews are tidy and well supplied before and after worship services.

## Sanctuary Thermostat

The sanctuary thermostat is located on the inside back wall of the sanctuary. The thermostat is preprogrammed to keep the sanctuary in a comfortable temperature range during worship. That said, the head usher should check to be sure the thermostat temperature is set to a comfortable setting prior to worship. Please note that the pastors/music director have access to the thermostat through an app on their phones and will adjust temperature as necessary.

### Suggested sanctuary thermostat settings:

- Summer: **72-73°**
  - o NOTE: Do not adjust temperature more than 2 degrees at a time during summer as system may ice up.
- Winter: **70-71°**

## Special Events

Special events include communion, funerals, baptism, installation of new church officers, etc. Prior to worship, check bulletin to see if there are any special events. As necessary, place "Reserved" placards located in usher closet on front pews. Touch base with pastors, elders, and/or family members before a worship with a baptism to see if there are any special needs. Note that two elders customarily usher at funerals.

## Usher Positions

Lead usher will assign usher positions. Ushers should take their assigned position at least 15 minutes prior to worship.

Usher positions are as follows:

- One (1) usher in narthex at front door to sanctuary.
  - o This usher is responsible for closing narthex doors at the start of service as well as encouraging visitors to sign the visitor register.
- One (1) usher walking sanctuary aisles to assist with seating and, if necessary, distribute bulletins.
- Two (2) ushers at transept doors located on either side of chancel.
  - o These ushers are responsible for closing transept doors at beginning of prelude. After doors are closed, ushers should remain in hallway for first 5-8 minutes of worship to direct latecomers to enter sanctuary using outer transept doors.

NOTE: If the sanctuary is unusually crowded, one usher may search for open seats while another usher escorts late arrivals to seats. Additionally, in cases of extreme crowding such as Easter and Christmas Eve one side of the center aisle pews may have a folding chair added. Other folding chairs can be added in the back. If necessary, a TV can be set up in the Chapel for remote viewing of the service.

## Usher Team Selection

Recruit three other persons to serve on usher team for assigned Sundays. Head usher must call or email Melanie Barger ([Melanie@sspres.org](mailto:Melanie@sspres.org)) and Betty Carter ([Betty@sspres.org](mailto:Betty@sspres.org)) in the church office (638-2220) by the Wednesday prior to provide names of ushers to be printed in the weekly newsletter and bulletin. Head usher should also contact usher team the week before to remind them of their commitment and arrival times.