

All Services:

- ❖ Fill all usher positions. Contact Ruby with names for bulletin by Wednesday morning. Note that the first service now has four ushers and the second service has five ushers. The fifth usher is mostly a greeter position and is a great opportunity to give to someone learning to be an usher.
- ❖ During the week prior to your scheduled Sunday, call all scheduled ushers and confirm.
- ❖ Make sure all ushers are present. If someone does not show up, find a substitute and make sure he/she understands the duties and responsibilities.
- ❖ Test all hearing aides located in the vestibules. Batteries are located in the Lanneau Hall side credenza if needed.
- ❖ Thermostats: Check the two (2) thermostats in the sanctuary (one in front and one in the “zoo”). Thermostat key is in the left vestibule credenza in the EIC binder.
- ❖ Sanctuary Lights: Make sure all lights are on when the congregation starts to arrive.
- ❖ Bulletins: Make sure there are bulletins at each entrance to the sanctuary. If more bulletins are needed there may be some in the choir room.
- ❖ Offering Plates: Insure that there are four (4) plates on the communion table. If communion is set up on the table, there should be two (2) plates located on the platform at each side of the pulpit.
- ❖ Baptism: Check the bulletin to see if there is a baptism. If there is, put some warm water (from the kitchen) in the baptismal font. Glass pitcher is under the pulpit.
- ❖ Shutters: Close the shutters in the center of the back of the sanctuary. Close others where sunlight may be shining directly on the pews. This is important since the sun can shine in the preacher’s eyes while he/she gives the sermon.
- ❖ **SANCTUARY: AFTER EACH SERVICE, COLLECT ALL RITUAL OF FRIENDSHIP SHEETS FROM USHERS AND GREETERS AND PLACE IN THE BASKET IN LEFT HAND DOOR OF THE CREDENZA IN THE FRONT DOOR VESTIBULE.**
- ❖ Offering Removal:
 - With the assistance of another usher (adult non-family member), remove Offering Plates, use white envelope and a bank report both located behind the pulpit, and do the counting in the library.
 - Separate any non-monetary items (Simple Sign Up, prayer requests, etc.) place these in an envelope and put in Administrative Assistant’s box in the church office.
 - Count the cash, number of checks and number of envelopes both white and blue. The count must be verified and signed by both the elder-in-charge and an usher. Complete the Bank Report, and place all in the second envelope. Place the envelope in the drop box located in the office by the financial assistance’s door.

Early (8:45AM) Service:

- ❖ Remove bulletins (recycling gently used bulletins for the second service, and placing used bulletins in the recycle bin in the left vestibule), trash, etc from the floor and in the pews/pew racks
- ❖ Hymns: Change Hymn #s on Hymn Board. Locate folder under the pulpit and follow the instructions.

Late (11:15AM) Service:

- ❖ Place all leftover bulletins in the recycle bin in left vestibule.
- ❖ Turn off lights and lock sanctuary by turning door locks and closing doors.