

## Brief Checklist for Ushers

**Arrive at the church about 20 minutes before the service is to begin.**

### Before the Service Begins

- Light the two, tall candles on the Chancel Table, the tea light candle for the Chalice, and the tea light candle in the bowl containing the white candles for “Candles of Concern and Celebration”. (Matches should be available next to the chalice or in the front pew near the middle aisle\*)
- Verify that the chalice is ready to be lit
  - There should be a votive candle in the chalice with enough wax to burn throughout the service.
  - The tea light candles should be new ones for the 9:00 service.
  - **Backup supplies of candles and matches are available in the parlor closet nearest to the parlor fireplace\*.**
- Verify that the two large, green-felt offertory baskets, the Orders of Worship, the large print hymnals, the large print Orders of Worship and the black attendance book are located on the very back pew near the foyer entrance to the sanctuary. If not, the sexton (Luis Carrion) can locate them for you.
- Ring the bell at 15 minutes before the service and again at 5 minutes before the service.
- Hand out the Orders of Worship to attendees as they enter the sanctuary. Offer the large print hymnals and Orders of Worship, as needed.
- If the choir is in the choir loft, place a small offering plate on the organ console in the choir loft.** (Note: the choir will handle its own collection during the service.)

### After the Service Begins

- Count the number of people in the sanctuary at the beginning of the service (but after late-comers have arrived). Count the people in the choir separately. If it's a Sunday when the children leave after the story, count the number of people in the sanctuary a second time **after** the children have left. At the end of the service, enter these numbers in the black attendance book (see above for location of this book).
- Pass the offertory baskets: After the minister announces the offering, come forward up the middle aisle and proceed to pass the baskets. When done, wait at the back of the middle aisle until the doxology begins (right after the offertory music); at that point, come forward up the middle aisle and hand the baskets to the minister. Continue to stand at the front, looking forward, until the doxology is completed. Then, return down the middle aisle to the rear of the sanctuary.

### After the Service Ends

- If the choir was in the choir loft, retrieve the plate on the organ console in the choir loft and put it with the other plates at the front of the sanctuary.
- Extinguish all candles.
- Want extra credit?** Watch for people who may be visiting. Greet them at coffee hour, suggest they sign the visitor's book and, if possible, introduce them to the Membership Coordinator (Jim Staton).

### Possible Usher Assistance from Children's RE

Occasionally, young people from Children's RE will want to be involved in the church service by assisting with the ushering. If this is proposed on a Sunday when you are scheduled to usher, we will notify you well in advance and give you more specific instructions on ways the young people can be involved. This kind of involvement in the service is something we are trying for the first time in the 2015-2016 church year.

**Any questions?** Ask the minister, ask the Membership Coordinator (Jim Staton) or call David Warner at 617-669-7190 (cell).

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\* The sexton (Luis Carrion) can assist you in locating these (he is always around on Sunday mornings).