

UUSIC Ushering Instructions 2008 – Summer Channing Hall (downstairs)

PLEASE BE SURE TO **COUNT NUMBER ATTENDING** AFTER CHILDREN
HAVE GONE AND PARENTS HAVE RETURNED TO THE SERVICE.

Dear _____,

Thank you for volunteering to usher this Sunday, _____, with _____.
Friendly, considerate ushers shape people's initial impression as they enter the building, and are essential for a smoothly running service. The best way to manage all ushering responsibilities is through cooperation and teamwork.

1. First Tasks

- Arrive no later than 8:45 a.m.
- Check to be sure that all outside doors, including handicapped door on stage and Sanctuary outside double doors are unlocked. Borrow ushers' keys from box in Society office if necessary. Sanctuary doors are locked with an Allen wrench key hanging beside the doors.
- Get Order of Service bulletins and red guest book from library, and newsletters from hallway mailbox. Get ushers' clipboard and Membership Box in library and put on Information Table on CH stage.
- Find ushers' badges and white "Sunday Contributions" envelopes in ushers' bookcase at back of Sanctuary.
- Obtain hearing assist devices from sound closet in hallway outside Fireside Room.

2. Prepare Channing Hall

- Place red guest book, newsletters, and visitor information on usher table on stage.
- Place a hearing-assist device and basket of white contribution envelopes on ushers' tables on stage and back of CH.
- Be sure chalice and lighter are available (also in sound closet).

3. Welcome

- Take positions at 9:15 – at front and rear of Channing Hall.
- Extend a cordial welcome and provide bulletins. If you can identify them, have newcomers sign red guest book and offer them nametags. Direct parents needing childcare (for those under four years) to toddler room in Worthley lower level.

4. During Service

- Be alert to assist any need for help during the service.
- **Offering:** Note where it occurs in service and prepare to collect it; find baskets in kitchen. Have contribution envelopes available for those who may want them.
- **Count attendance after children leave service.** (Children/teachers will be counted in RE.)

5. After Service

- Collect leftover bulletins and recycle them in box outside Society office.
- Return red guest book to library.
- Return ushers' badges and contribution envelope baskets to back of Sanctuary.
- Return hearing assists and chalice to sound closet.
- Count money in library or RE office. It is UUSIC policy that two ushers count and double check amounts, and sign verification form on each envelope. Sign and seal all envelopes and deposit in slotted wooden box at bottom of bookshelf in Society office (to right of office door).

Cash collection: Total all loose bills and coins, enter on cash form, put in cash envelope.

Checks: Count number of checks, enter on check form, put in check envelope.

White "Sunday Contributions" envelopes: open each small envelope. A check in envelope – should be put in with other checks. Cash in envelope with no name – include this cash in regular cash collection envelope. Cash in envelope with name – write amount of cash on envelope and leave it in the envelope for office record keeping.

- Tally attendance figures on appropriate form and put with collection envelopes in box.
- Collect lemonade money, count, put in marked envelope and turn in with other collection envelopes.

6. Help

- Locked office: Find board greeter or other board member to open door.
- Handicapped door on east side of building: unlock with outdoor key.
- Chair lift by Channing Hall stage: Key is on stage in control panel to left of lift.
- Fire: Assist congregation in orderly evacuation. Call 911, if necessary, from phone in kitchen.
- Fire extinguishers: In kitchen, by door at rear of Channing Hall, by handicapped entrance door at SE corner of stage, and across from elevator in Worthley lower level.

We appreciate your service to the UU Society. We hope that you enjoyed it, and will volunteer again.