

**First Parish Church in Weston, UU
2019-2020 Sunday Usher Duties**

PRE-SERVICE DUTIES:

Please arrive by 10:00 AM.

Setting up the sanctuary -

1. Unlock both doors at the back of the Sanctuary (The lock-buttons are in the edge of the door under the door latches.).
2. Put up hymn numbers. Numbers are located under the cushion of the front pew. Insert them top first – *please do not bend.*
3. Light the candles. Use the candlelighter and matches in anteroom off the altar. Candlelighting: works best if you have a long wick, i.e., push the knob up to give you 2-3 inches of wick, so you can lift up the right hand and put more of the wick down into the candle.
4. Bring the offering plates to the altar from the anteroom if not already there.
5. Open the box of hearing aids and place it on the table at the rear of the Sanctuary.

Greeting the congregation -

1. Put on your nametag. (If you cannot find your nametag on the board, please use one of the blank ones left on the rear Usher table in the Sanctuary and then let the Church Office know you need a replacement.)
2. Station yourselves so there is an usher at each of the three doors.
3. Greet people as they arrive and hand out the Orders of Worship. Half of the orders of worship are on a small table at front of sanctuary and the other half are on the bench outside the bell tower door. There are a few large-print copies available, split with the orders of service.
4. Ring the church bell at 10:20 for one minute.
5. Please note: **childcare is provided in room 2** of the school wing – please let visitors know that young children are welcome to attend worship but that should they become restless during the service, parents should feel free to take them over to Childcare. There will be crayons and scratch paper to give out to older children as they arrive.
6. THE USHER AT THE FRONT DOOR OF THE SANCTUARY SHOULD MOVE TO THE BREEZEWAY DOOR WHEN THE PROCESSION FORMS BEFORE THE OPENING HYMN. ANYONE HEADED FOR THE SANCTUARY SHOULD BE ASKED TO GO OUTSIDE AND ENTER THROUGH THE REAR DOOR OR WAIT UNTIL THE PROCESSION HAS REACHED THE BACK OF THE CHURCH.
7. The usher at the front door of the sanctuary should close the front door after the procession has passed through (or after the hymn has begun if there is no procession) and walk to the rear of the sanctuary. **Please Note: Should latecomers set up folding chairs in the rear of the church, a clear walkway to and from the Church St. entrance must be maintained at all times.**

DURING THE SERVICE:

1. Close all Sanctuary entrance doors when the service begins.
2. If latecomers arrive during the processional or the opening prayers, please ask them to wait until those events are completed before they seat themselves.
3. Count the congregation, including children and choir, prior to the 2nd hymn. Record on the neon green 4x6 card (in box on the back table) and return the card in the offering plate.
4. Offering: two or four ushers, depending on the size of the congregation.
 - a. After hearing the cue "the morning offering will now be received", walk to the front to receive the plates from the minister.
 - b. Plates are passed, starting at the front and working back.
 - c. After all the money is collected, wait at the rear of the church until the congregation starts to sing the doxology.
 - d. Walk back down the aisle and deliver the plates to the minister at the front.
 - e. Wait until the minister receives the plates, places them on the altar and nods, then walk back to the rear of the Sanctuary.

POST-SERVICE DUTIES:

The service is not over until after the organ postlude (some people like to sit and listen to it), so please do not begin end-of-service activities (putting out altar candles, collecting orders of service, etc) until the organ music stops.

(Also, if people exit early through the back doors, please make sure they are closed after them.)

1. Place hymnals in their racks.
2. Pick up items left in the pews. Orders of service may be placed on the tables at the front and rear of the Sanctuary for recycling by the Sexton.
3. Turn off the public-address system. The switch box is in the pulpit, just to the right at knee height. If the red light on the power button is lit, push the button once to turn it off; the light will go out.

Other duties pretty much re-trace the setting up process:

4. Check that all hearing aids are turned off. Close and replace the box.
5. Snuff out the candles. Jeff Barz-Snell will usually extinguish chalice flame after the benediction but please make sure wick in the chalice is out.
6. Take down hymn numbers from Hymn Board.
7. Lock both doors at the rear of the Sanctuary. The lock-buttons are in the edge of the door under the door latches.

NOTE: Please go through the entire list to make sure everything is done in preparation for the service. Some of the pre-service tasks may have already been done by others on an "ad hoc" basis. The minister is responsible for turning on the public-address system.

N.B. There are 3 FIRE EXTINGUISHERS: Under the pulpit, by the choir director's seat and at the rear of the church opposite the Church St. door. There are 3 FIRE ALARMS: By the door at the front of the church, by the bell tower door and by the Church St. door. There is also a heart defibrillator on the right wall between the Breezeway and the Library. Instructions for its use are with the defibrillator. A first aid kit is in the kitchen.