

First Parish of Sudbury
Instructions for Ushers
(updated Summer, 2010)

Thank you for ushering! We appreciate your willingness to extend hospitality to our congregants and our guests by ushering.

Please arrive at First Parish by about 9:00; no later than 9:15. Put on your nametag on the way in.

From 9:00 – 9:40, please complete the following tasks:

- 1) In the workroom (next to the Administrator's office) you will find the ORDERS OF SERVICE, for you to fold. Any special instructions for folding will come from the Administrator, and will be on the workroom table. About 20 Orders of Service go on the table outside the south (Hudson Rd end) door to the sanctuary. The rest go on the table outside the sanctuary where you will stand from 9:40-10:00.
- 2) Get ready the following, *all of which are kept in the workroom, in the cabinet under the small fridge.*
 - **ASSISTIVE LISTENING EQUIPMENT** (in a black case). The opened case goes on the table between the elevator and the door to the sanctuary. At least two sets (earphones and transmitters) need to go in the sanctuary, on the back bench.
 - **MICROPHONES**—get handheld mics out, test them to be sure the batteries are working (instructions are in the basket with the mics), and put one on the “milestone bowl table” in the front of the sanctuary and one on the back bench where you will be sitting.
 - **COLLECTION PLATES**—(the two larger ones) go on back bench in sanctuary.
 - **LARGE PRINT HYMNALS**—they go on the table between the elevator and the door to the sanctuary
- 3) Check in with the minister (or worship host on weeks Katie Lee is away) to see if there are any special tasks for that day's service.

4) In the sanctuary

- Make sure there is a **GLASS OF FRESH WATER** in the pulpit for the minister. When she's preaching, Katie Lee will bring to you the glasses she prefers using. If a second speaker is speaking for any length of time, put another glass of water in the pulpit for that person, too.
- Put the **HYMNS AND READING NUMBERS** on the board to the left of the organ. Numbers and letters are kept in a box on the pulpit lectern shelf.
- Turn on and check **THE LIGHTS AND SPEAKER VOLUME CONTROL**. The switches are on the rear wall of the sanctuary. The volume control for the sanctuary speakers is located behind a cupboard door on the same wall and should be checked. Set around #6 or #8 (the position of 2 o'clock)
- **TEST MICROPHONES** to be sure the sound system is on. If not, and if Terry Lockhart is not there that Sunday, you will need to follow the *Sound System instructions* further on in this document.

From 9:40—10:00:

Stand in the upstairs lobby and be ready to meet people and hand out the Orders of Service, help people get the hearing assistive devices, or large print Orders of Service

Try to keep the upstairs lobby area unclogged, and be sure people have a clear path from the elevator to the sanctuary. Be mindful of people who might need extra help.

As 10:00 approaches, note that conversations in the upstairs lobby can be clearly heard in the Sanctuary and may disturb those who are trying to get in the worship mode.

When the Prelude begins:

- **CLOSE OFF THE STAIRS** at the bottom by putting the rope across the stairs.
- Notify the greeters (down below) so they can now direct people to use the south entrance to the sanctuary by going through the Parish Hall
- **CLOSE THE DOORS** to the sanctuary
- **LEAVE A FEW ORDERS OF SERVICE** on the table for persons needing the elevator who may enter this way. Also leave one set of assistive listening headphones/transmitter.

- Take the remaining Orders of Service and the case of assistive listening equipment, and **PROCEED TO THE BACK OF THE SANCTUARY**. Encourage people entering the sanctuary to enter quietly. (A smile and soft hello will help send the signal that quiet is expected).

During the Service

- Close doors at start of service.
- Open doors in anticipation of people coming and going.

LATECOMERS At least until 10:15, one usher should stay outside the south door to quietly let latecomers in at appropriate times. (Listen to the service on the foyer loudspeaker). Latecomers may enter at any time except during Silence or other types of meditative time or a choir piece. The best time for latecomers to enter is during Welcome & Announcements or hymn-singing.

SOUND: Listen to make sure the loudspeaker system is working. (See previous comment about volume control). Please increase or decrease the volume as needed so even those seated in the back of the sanctuary can hear comfortably.

MILESTONES AND MICROPHONES: During Milestones when congregants will be speaking, they must use a microphone in order for people using the assistive listening equipment to be able to hear and for the recording. The minister/host may have a microphone they pass around to the people more in the front, and you take a mic to people in the rear. Or, you may be expected to pass mics to the whole congregation. Remember to **turn the mics off** at the completion of Milestones.

OFFERING: When collecting the offering, do the center aisle first--front to back , and then the side aisles, front to back. Do Not include the choir—they make contributions later. Keep the collection plates with you on the back bench the entire time. *Please DO NOT count the money during the service*, wait until after the service and count it in the workroom.

ATTENDANCE: Currently the Community Life Coordinator counts people in attendance. If she is not available, the ushers will do the counting. You will be notified if you need to do this task. *See instructions for attendance count at the bottom of this document.

After the Service

- **EXTINGUISH THE CHALICE.**
- **CLEAN UP THE PEWS:** distribute hymnals, remove Orders of Service and any other trash. If personal items have been left behind, use your own judgment about whether to try to locate the person at social hour, or to leave it for the administrator.
- **TURN OUT LIGHTS IN SANCTUARY.**
- **CLOSE SANCTUARY DOORS.**
- Return water glasses to the minister's office.
- **LEAVE ANY LEFTOVER ORDERS OF SERVICE IN THE WORKROOM.**
- **RETURN ASSISTIVE LISTENING CASE** (with all equipment sorted out), large print hymnals and hand-held microphones to the workroom cabinet.

COLLECTION: Both ushers need to count cash in each other's presence (an audit requirement). It is not necessary to add checks. Place collection in an envelope (left for you on the workroom table with the orders of service), write the amount of cash on a piece of paper in the envelope, seal and date the envelope, write your initials on the envelope, then insert it into the slit in the locked metal box attached to the wall behind the workroom door for Roger Cleghorn, FPS Assistant Treasurer

Thank you for completing all your tasks and serving this congregation as an usher.

ATTENDANCE COUNT:

This is usually done by the CLC. However on Sundays that she is absent, the ushers will do the count. The timing of doing the count is important and there are actually two counts to be done.

First Count: Once the service has started and latecomers have arrived **BUT BEFORE** the children and leaders leave for classes, count every person in the sanctuary, including worship leaders, choir and children. Also, count anyone you know is down in the Parish Hall (sitting on the couches, preparing for coffee hour)

and anyone you know who is elsewhere in the building. Include these people in the first count total.

Second Count: As the children and leaders leave for classes, count everyone who leaves the sanctuary—children and adults. Make note of this number. (You don't need to know how many adults vs. how many children. RE tracks this information.)

After service, record this information on the chart posted on the back of the workroom door. There is also a column for notes. Information which might have an effect on attendance such as: guest preacher, church retreat, Women's Alliance retreat, special Sunday service, holiday weekend, really bad (or good!) seasonal weather such as a big snowstorm in Jan or a very beautiful day in May.

FIRST PARISH OF SUDBURY SOUND SYSTEM INSTRUCTIONS FOR USHERS

SOUND SYSTEM (if Terry Lockhart isn't present):

DOWNSTAIRS: Turn ON the sound system. Locate the large black metal amplifier electronics rack. It's on the east (right) wall of the hallway off the parish hall between the kitchen and library. The main AC power for the sound system is turned on and off by the wall switch to the left side of the rack. A red pilot light next to the switch comes on when the power is turned on.

PULPIT: Check to make sure the pulpit microphone is on top of the lectern. It should be plugged into its receptacle under the pulpit when the choir is through rehearsing. If the pulpit microphone is missing, check in the lectern.

OTHER SPEAKER VOLUME CONTROLS: Be sure the service can be heard in the Parish Hall and kitchen. Parish Hall speaker volume control is located directly below the main AC power switch for the sound system. Kitchen speaker volume control is located by the telephone in the corner. These should be set at #6 or #8 (position of 2 o'clock).