

Thank you for agreeing to be a Head Usher or Usher at Emmanuel. Ushering is a very important role at our church and we appreciate the time and effort that you are giving to welcome our congregation and visitors to our church through supervision of the Sunday service or other special service.

BE PREPARED

- All Head Ushers require a FOB /electronic key to open church front door (contact church office to obtain your FOB).
- Head Ushers arrive on or slightly before 9:00 am
- Ushers arrive at 9:20 am
- If you cannot make it, try to let the office know by Wednesday to have your substitute's name printed in the bulletin
- **Guidelines for (Head) Ushers** includes a checklist for Sunday morning duties. A copy is in Head Usher mail slot. Extra copies can be obtained through the office.

HEAD USHER: BEFORE THE SERVICE CHECKLIST

- Collect keys from collection plate cabinet in the Narthex
- Unlock front doors (automatic door has round key)
- Unlock all Sunday School rooms – including Sunday School supplies closet in Room # 5 (to be left open)
- Unlock choir room
- Unlock photocopy room
- Unlock meeting room across from kitchen
- Turn on all lights in sanctuary and Lounge
- Fans in sanctuary should not be adjusted
- Organize collection plates and (4) ushers to take up offering (ensure each usher knows the section they will be doing collection)
- Ensure all Ushers have magnetic name tag (found in envelope kept with the keys)

- Have “Prayers of the People” clipboard (with pen) ready for circulation according to Minister’s instruction or just pick a section of the church to distribute
- Glass of water for Minister on small table closest to his chair – return to kitchen after service

HEAD USHER: DURING / AFTER SERVICE CHECKLIST

- Once service begins, circulate “Prayers of the People”
- Count congregation (before children leave for Sunday School) and document all info in the record book in the collection plate cupboard after the service
- Head Usher to watch for latecomers or those visitors who are not worshippers
- Leave sanctuary doors open during service
- Close the doors when air conditioning is on and station one Usher in the narthex to welcome late comers.
- Collect “Prayers of the People” clipboard and take to Minister during the **hymn following the sermon**
- Collect Offering:** see under All Ushers Checklist
- Lock all doors that you unlocked – don’t forget to relock the Automatic Door
- Return keys to collection plate cabinet in the Narthex
- Turn off all lights
- Close all doors that were opened

ALL USHERS: DURING / AFTER SERVICE CHECKLIST

- Ensure hymn books are evenly distributed on chairs including those behind the Communion Table.
- Distribute bulletins - 2 ushers at main door to sanctuary and 2 at lounge door entrance.
- Help seniors with walkers (once person is seated, walker can be stored in narthex during the service– retrieve at last hymn and deliver)

- Assist anyone wishing to use the elevator.
- For the hearing-impaired, amplifiers are distributed by the sound board operator. Large Print hymns and scripture readings are also available in the Narthex.
- Note where empty chairs are so you may guide latecomers to them. Try to avoid interrupting the service
- Collect Offering: (usually 6 plates used)**
 - The usher collecting offering in the aisle next to the piano, passes 1 plate to the choir and picks it up when ready.
 - The usher collecting from the south side (nearest windows) should pass a plate in the Lounge.
 - When organist finishes playing the offertory and when the choir stands, proceed to the front
 - Place plates on the Communion Table, remain standing on upper level until end of prayer of dedication.
 - Leave plates on the communion table, even during communion.
- After service, tidy up sanctuary– collecting bulletins and arranging hymnals

EMERGENCY TOOLS

- **First Aid Kits** are located in the CE Hall Kitchen on the wall under the clock and in the Lounge Kitchen on the wall under the microwave
- **A telephone** is in Lounge Kitchen and in the CE Hall Kitchen below the First Aid kit.
- **A wheelchair** is in Room 30, off the Narthex
- **Defibrillator** is located on the Narthex wall between the main doors to outside and the notice boards.

IN CASE OF FIRE

- **Sound alarm via any red fire alarm box.** These are located in areas listed below
- **Call the fire department at 911.** Use available cell phones.
- **Close fire doors** leading to upper hall.
- **Evacuate people** out front doors and other emergency exits. Members of the congregation are **NOT** to go downstairs. Sunday School teachers are aware of emergency procedures.

LOCATION OF RED FIRE ALARM BOXES

Lounge: wall next to patio door exit

Lounge: on inside wall next to entry doors

Narthex: wall next to the main bank of light switches to right of front doors.

Sanctuary: back wall next to the main bank of light switches

Sanctuary: wall next to exit door behind the choir

Upper Hall: wall beside door to back exit.

Lower Hall: wall beside door to back exit.

Lower Hall to Narthex: wall beside stairs to narthex.

LOCATION OF CHEMICAL EXTINGUISHERS

Lounge Kitchen: Over the fridge

Lounge: wall adjacent to entry doors

CE Hall Kitchen: entrance to kitchen from hallway

Upper CE Hallway: wall adjacent to rooms 24 and 25

Upper CE Hallway: wall adjacent to washrooms at top of stairs

Lower CE Hallway: wall at bottom of stairs opposite the elevator

Lower CE Hallway: wall inside entrance to room 09

Lower CE Hallway: wall inside entrance to room 07

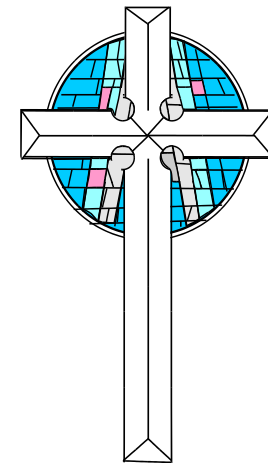
Concerns or Questions?

Contact
Brenda Ashe
Usher Coordinator
613 738 7783

GUIDELINES FOR (HEAD) USHERS

AT

EMMANUEL UNITED CHURCH



Revised Sept. 2013

Emmanuel United Church Office
613 733 0437