

UUSIC Ushering Instructions – First Service 9:00 AM

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

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 8:20 am.
- **Check all outside doors and unlock as necessary.** (Key located on hook in ushers' bookcase.)
- Make sure both inner and outer elevator doors are closed on each floor.
- Get Order of Service bulletins and red guest book from west end of library and newsletters from hallway mailbox.
- Get usher and flower signup clipboards and Membership Box in library and place on Information Table on Channing Hall (CH) stage.

2. Prepare Sanctuary

- Place red guest book on small stand at back of Sanctuary, and newsletters, membership and visitor information on table there.
- There should be four hymnals in each pew and one on every other chair in Fireside Room.
- Replenish small white "Sunday Contributions" envelopes in pew racks as needed. These can be found in ushers' bookcase at back of Sanctuary.
- Two velvet collection pouches should be at rear of Sanctuary and two wicker baskets in Fireside Room.
- Place two hearing-assists on table at back of Sanctuary and one in Fireside Room (in sound equipment closet in hallway outside Fireside Room). These do not work until the building's audio system is "on."

3. Welcome

- Put on usher badge (in ushers' bookcase) in addition to your own nametag. Take positions at 8:45: one usher at back of Sanctuary, one at Fireside Room entrance, and one on stage to help with elevator.
- Extend a cordial welcome and provide bulletins. If they can be identified, have newcomers sign guest book and offer them nametags. Direct parents needing childcare for those under four years to toddler room in Worthley lower level, and offer older children participation in Intergenerational Focus and RE classes.

4. During Service

- **At start of service, close Sanctuary doors. Latecomers may be seated at any time in the service except during the meditation period.**
- Be alert to assist any need for help during service.

- **Offering:** Note where it occurs in service and prepare to collect it.
Sanctuary: Start collection at front pews and work toward rear.
Fireside: Start a basket at each end of room.
If there is a special solicitation, put it in separate marked envelope.
- **Count attendance after children have gone and parents have returned to the service.**
(Children and teachers will be counted in RE Classes.)

5. After Service

- One usher should be at front of Sanctuary near elevator for help as needed.
- Collect leftover bulletins and put them on table at back of Sanctuary for second service.
Recycle any bulletins that have marks on them in box outside Society office.
- Return two hearing-assists to back of Sanctuary and one to Fireside Room.
- **Locate marked collection envelopes in ushers' bookcase.**
- Count money in library or RE office: offering, special solicitation (if applicable), and coffee. 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 "Cash Contributions" envelopes: open each small envelope. Check in envelope - put with other checks. Cash in any envelope - include in regular cash collection envelope. If envelope has a name on it, write amount of cash on the envelope and turn it in.
Special solicitation: Count cash, count number of checks, and put in marked envelope.
Coffee: collect coffee money (on coffee and tea tables in CH), count, put in marked envelope and turn in with other collection envelopes.
- **Attendance:** tally attendance figures on appropriate form and put with collection envelopes in box.

6. Help

- What to tell persons looking for financial assistance: check with the Crisis Center or Shelter House. Minister can be contacted during church office hours.
- Locked office: Find board member (or other member who has key) to open door.
- Locked Sanctuary door: Use Allen wrench found hanging by door to release panic bar.
- Handicapped door on east side of building: open from inside or unlock with outdoor key.
- Elevator: Key in elevator control panel on each floor. When needed, an usher should join the visitor/member; use key to get elevator to that floor and follow instructions inside elevator (700 lb. limit).
- Lift: Key is on CH stage in control panel to left of lift.
- Crying baby: Inform parents that CH can be used for crying room since service can be heard from there.
- Fire: Assist congregation in orderly evacuation.
Call 911, if necessary, from phone in kitchen.
- Extinguishers: Outside back Sanctuary door, outside RE office, at east end of third floor hall, in kitchen, by door at rear of CH, by handicapped entrance door, across from elevator in Worthley lower level.

*We appreciate your service to the Unitarian Universalist Society of Iowa City.
We hope you found it enjoyable and that you will volunteer again.*