

UUSIC Ushering Instructions – One Service Only

PLEASE BE SURE TO **COUNT NUMBER ATTENDING** 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 a.m.
- **Check all outside doors and unlock as necessary.**
- 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 from library and put on Information Table on Channing Hall 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.
- 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 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 you can identify them, have newcomers sign guest book and offer nametags. Direct parents needing childcare for those under four years to toddler room in Worthley lower level, and offer older children participation in the Intergenerational Focus and RE special programming.

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 the service.

- **Offering:** Note where it occurs in service and prepare to collect it.
Sanctuary: Start collection at front pews and work toward rear.
Fireside Room: Start a basket at each end of room.
Count attendance after children leave service and parents return. (Children and teachers will be counted in RE.)

5. After Service

- Collect all leftover bulletins and recycle them in box outside Society office.
- Return red guest book to shelf in library.
- Return hearing assists to sound closet in hallway outside Fireside Room.
- Return hymnals in Fireside Room to white cart and sanctuary hymnals to racks.
- **Locate collection envelopes in ushers' bookcase.**
- Count money in library or RE office: offering and coffee. It is UUSIC policy that two ushers count and double check amounts, and sign verification form on each envelope.
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. A 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 envelope and turn it in .
Coffee: (on coffee and tea tables in CH), count, put in marked envelope and turn in with other collection envelopes.
- Tally attendance figures on appropriate form and put with collection envelopes in box.
- **BE SURE ALL OUTSIDE DOORS ARE LOCKED.** Outside door key is hanging on a hook in the ushers' bookcase. Sanctuary doors are locked using Allen wrench hanging by door.

6. Help

- What to tell persons looking for financial assistance: check with Crisis Center or Shelter House. Minister can be contacted during church office hours.
- Locked office: Find Greeter or other Board member to open door.
- Crying baby: Inform parents that CH can be used for crying room since service can be heard from there.
- Handicapped door on east side of building: Unlatch from inside.
- 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 Channing Hall stage in control panel to left of lift.
- 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 in hall, in kitchen, by door at rear of Channing Hall, by handicapped entrance door, across from elevator in Worthy 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.

