UUSIC Ushering Instructions – Second Service 11:00 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 10:25 a.m.
- Make sure both inner and outer elevator doors are closed on each floor.
- Bulletins left from first service will be on table at back of Sanctuary and in Fireside Room; these can be used for second service.

2. Prepare Sanctuary

- 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.
- Two hearing-assists should be on table at back of Sanctuary and one in Fireside Room. These do not work until the building's audio system is "on."
- Rope off rear pews with white cords (in bookcase) until front pews fill.

3. Welcome

- Attach usher sticker (in ushers' bookcase) to your own nametag. Take positions at 10:45: one usher at back of Sanctuary, one at Fireside Room entrance, and one on stage in Channing Hall (CH) to help with elevator.
- Extend a cordial welcome and provide bulletins. 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 Intergenerational Focus and RE classes.

4. During Service

- **At start of service, close Sanctuary doors.** Request that latecomers wait until singing of Morning Song. If necessary, stand outside Sanctuary and Fireside Room doors to explain need for quiet during Opening Words, Chalice Lighting, Special Music, or Meditation.
- 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 envelope marked envelope.

- **Count attendance after children have gone and parents 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 in recycle box outside Society office.
- Return three hearing-assists to sound closet in hallway outside Fireside Room.
- Return hymnals in Fireside Room to white cart and sanctuary hymnals to racks.
- Return red guest book to shelf in library.
- **Locate 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. 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 "Sunday Contributions" envelopes: open each small envelope. Check in envelope - put with other checks. Cash in envelope with no name – include this cash in regular cash collection envelope. Cash in envelope with name – write amount of cash on envelope and leave it in the envelope for office record keeping.
  Special solicitation: Count cash, count number of checks, and put in marked envelope.
  Coffee: collect coffee money (on tea and coffee 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.

6. Help

- Locked office: Find Greeter or other Board member to open door.
- Locked Sanctuary door: Use Allen wrench found hanging by door to release panic bar.
- 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 CH 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 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.