**USHER DIRECTIONS**

**You will need to bring: Yourself! There are usually two ushers at a service.**

PLEASE ARRIVE 30 MINUTES BEFORE THE SERVICE. PLEASE PUT ON YOUR NAME TAG. We all want to know who you are! REMEMBER, YOU ARE REPRESENTING OUR BUXMONT VALUES. We want to make sure everyone feels welcome “…whatever (their) age, gender, physical or mental capabilities, social graces, beauty of body or spirit, sexual orientation, ethnic origin, or position in life”, and our Sunday Service is how we “share lifelong journeys of growth, wonder and healing, nurturing wholeness in society and spirit, creating a community of justice and compassion”. SO DON’T SWEAT THE SMALL STUFF TOO MUCH, the important thing throughout the morning is to acknowledge people and BE WELCOMING. Have fun working with others! Serve with grace! THANK YOU!

These are main jobs for the Ushers: **Before the service:** Set up

**During the service:** guide people through the service, take attendance, help count the offering

**After the service:** make sure the sanctuary is neat and the seats are where they should be

**SET UP FOR THE SERVICE**

* **Noise levels: Before the service:** Please refrain from talking in the Sanctuary while the Choir is rehearsing, it is very distracting to them. **During the service:** please don’t talk at the back of the Sanctuary – you may not realize but your voice carries into the rest of the Sanctuary. Likewise, please wait until the end of the service to remove the inner pages of the bulletin for recycling. During the service it causes too much noise.
* **Hymnals:** Neaten the rows of chairs and check the bulletins on the hymnal cart to see which hymn books (grey hymnal, teal hymnal, or both) are needed for the service. Put the hymnals out on the chairs (~one every two chairs). Please put a hymnal on both end chairs in a row, so it is easy for folks with limited mobility to have a seat and a hymnal.
* Look for the **attendance sheet** on the hymnal cart and be ready to fill it out. If you can’t find it, make up one – we need a headcount of everyone in the Sanctuary and Social Hall, Library and Kitchen (see more details below).
* **Block off** the last three rows of chairs on both sides using the yarn and signs at the hymnal cart, so people will sit near the front. Block off **both** the right and left sides of the rows. Once the front seats fill up, remove the yarn and signs so latecomers can sit there.
* **Social Hall chairs:** Make sure there are ~8 chairs in the social hall for latecomers or people with small children who don’t want to go into the sanctuary. Make sure there are some hymnals and bulletins there.
* **Chalice:** Fill the chalice can with isopropyl alcohol (90+%). **Please be aware that a very full bottle can suddenly squirt out a lot of liquid when tipped, so be careful.** The bottles are stored on the right hand side of the large middle wall shelf in the kitchen. Light the tea candle with kitchen matches just before the service. Tea candles and wicks are in the kitchen, near the isopropyl alcohol.
* **Water:** Make sure there is some fresh water at the podium for the speaker. Use a heavy glass tumbler if possible.

**DURING THE SERVICE**

* **Greet people and hand out the Order of Service.** Look people in the eye; greet them with a big smile!
* LARGE PRINT BULLETINS AND ORDERS OF SERVICE are available on the hymnal cart. The Large Print bulletin contains the hymns. BRAILLE hymnals are in the sanctuary closet (John Hook knows how to find the right ones). Dick Johnston can provide HEARING ASSIST DEVICES. Please look out for newcomers who might have hearing issues. People really like to use the devices once they try them.
* Continue to hand out bulletins and allow people to enter after the service starts. **They are welcome to enter all the way through to the end of the Prelude**. Then, close the doors to the sanctuary. The Call to Worship, Opening Words, and Chalice Lighting are marked with a heart on the Bulletin- these are quiet moments and we’d prefer that people stay outside until they are done. Latecomers can be seated again at the first hymn.  **At least one usher should be outside the doors**, in the social hall, to hand out bulletins and inform people when they can go in. Please don’t admit them in the middle of a musical presentation or a reading – it’s distracting to the performer! However, if someone goes around you to another door, just let it go. Entering during a hymn is OK.
* **Volume in the Social Hall:** If for some reason the volume of the Sanctuary Audio in the Social Hall is too low, it can be adjusted from the audio equipment in the Social Hall closet. Upper level shelf, middle, big black knob (see attached photos below).
* **All Ages Fun Center:** There are crayons and paper for coloring at the children’s table in the corner of the social hall, and also in the sanctuary by the multiple double doors there is a 3-tiered rack with toys for children and a knitting station for adults who want to do a quiet activity during the service. Feel free to hand them out to parents and kids as needed, but don’t make a fuss or shush people, we want them to feel welcome.
* **Time for All Ages:** At the end, be ready to open the double doors to let the kids and teachers exit.
* **Joys and Sorrows:** We are experimenting with different formats for the Joys and Sorrows, so please consult with Rev. Kevin or the Worship Associate that day to see if you are needed to help out. After the service starts, **please check the basket on table outside the sanctuary to see if anyone has filled out a Joys and Sorrows card.** If so, please pass that card onto Rev. Kevin or the Worship Associate during the “Greeting One Another” part of the service. Currently, during Joys and Sorrows Rev. Kevin or the Worship Associate will be handing the microphone to people at the front or bringing it to them in the chairs, and the Ushers do not need to help out with that.
* **Attendance:** There will be a form on the Hymnal Cart to use for taking attendance. Usually this is for only the adults, **but during intergenerational services, be sure to also count the children separately. This is especially important for the Holiday services.** Please fill out the form and leave it on the Administrator’s desk in the office. During the homily is a good time to take attendance, but please try to be discreet and do not walk around too much, it will be distracting. Later, during the counting of the offering, please also tell the finance person what the attendance was, so we have a backup record.
* **Offertory:** **Wait until the offertory music has played a bit before handing out the baskets. We want to give people a chance to get out their money or write a check.** The music will go for 3 minutes which is more than enough time to collect everything. Starting at the front of the sanctuary, hand out the baskets for the offering. One person can do the first two groups of chairs closest to the multiple doors, the other person can do the choir and the remaining group of chairs. If there are a lot of people in attendance, it can be helpful to have 3 ushers collecting the offering. It is OK to ask someone to help out.
* **Offertory continued:** When you are done collecting the offering, take the baskets immediately to the library. Someone (usually Linda Klein) from the finance committee will help you count the money and record the number of types of bills and the number of checks. Please also let her know the attendance (as a backup). They will collect everything and put it in the lockbox in the Administrator’s office, on the windowsill. **NOTE:** **The** **offertory is close to the end of the service. Please do not panic, and there is no need to feel rushed. Please finish helping the finance person with the counting, and do not worry about opening doors or collecting hymnals as we have done in the past.** Counting the moneyhas higher priority than opening doors or collecting the hymnals. **The minister can open the doors, and the congregants can put the hymnals on the carts by themselves.**
* When you are done counting the offering, it is OK to help put away the extra chairs in the social hall, open all the double doors, and collect and put away the remaining hymnals.
* **Emergencies** – be ready to call 911. **Use a land line if possible for a faster response.** Be ready to help people exit the building (direct people to gathering point in TD Bank parking lot). There is a fire extinguisher under the lectern and near the double doors.

**SOCIAL HOUR –**

* **Open up all the double doors so people can pass through freely. Also, open up the double doors leading to the Fireside room.** We want to encourage people to spread out during social hour, so that the crowd and noise in the social hall is not overwhelming.

**CLEAN UP**

* **Especially make sure the chairs in the sanctuary are where they belong and everything is neat.**
* **Check that the chalice and tea-lite candle are extinguished.**
* If you have a few minutes please help the Coffee/Tea person and the Cleanup person clean up and restore the social hall and kitchen to order,recycle trash appropriately. There are Fuller Brush carpet sweepers in the closets in the Social Hall and in the Sanctuary, which can be quietly used to clean the carpet during social hour. We recycle all plastics 1 through 7, cardboard, aluminum, glass and clean paper items.

**One additional item: GREETING EARLY VISITORS**

* If you see newcomers arrive early to the service, and a greeter is not yet available, please:
	+ Help visitors fill out a visitor’s form and get a name tag, and point out free information bulletins about UUism.
	+ Be friendly! Ask them where they are from, how they found us and what they are looking for, make them feel welcome! Tell them we’re really glad they came, and we hope to see them again!
	+ Direct them to the membership committee people and Rev. Kevin after the service

 THANK YOU VERY MUCH FOR HELPING!

How to adjust the volume of the Sanctuary Audio in the Social Hall:

Go to the closet in the Social Hall next to the double doors leading into the Library.

 