

Usher Checklist

- Be on 'duty' at least 15 minutes before the service
- Ensure you have the correct bulletins
- Place bulletins on the chairs for the altar party
- Make sure collection plates, wine cruet, and host container are on the table
- Keep the doors to the gathering space closed
- Greet each person, give them a service leaflet, and show children where activity bags are available
- Open the center doors for the procession
- Count all attendees, choir members, altar party, and nursery
- Write the total on the blank side of the colored paper and fill in the white official count for the office
- During the Peace, make sure the presenters come to the back of the church
- After announcements and as the organist begins playing cue the presenters to proceed
- Begin the collection and take the filled plates to the altar when the organist starts the Doxology
- After the Lord's Prayer, walk to the front pew of the side aisle.
- The musicians receive communion first, then direct participants to the rail
- Ushers receive communion last
- Return to the back, and open the doors when the recessional begins
- Distribute handouts to people as they are leaving
- When the church is empty, pick up and replace hymnals and prayer books and remove papers from the pews and the altar
- Put the white count sheet on the office manager's desk
- Make sure the counters have taken the offering plates