

Head Usher Duties Checklist 2019

- Arrive no later than 9:00 am to UNLOCK doors.
Davis Hall: double glass doors AND side “handicapped ramp” door.
Sanctuary: main entrance and rear handicapped ramp door.
Education Building: double wooden doors.
- Arrive no later than 9:00 am to Check Heating and Air Conditioning.
Set all units to 70 degrees upon arrival.
Davis Hall: two unit thermostats, one near stairwell and one near restrooms.
Sanctuary: one unit thermostat, near the main entrance (Narthex).
Education Building: one unit thermostat, outside Church office.
- Arrive no later than 9:00 am to turn on necessary Lighting:
Davis Hall: light switches are located beside the double glass doors and entry to stairwell.
Sanctuary: toggle switch is located in the Narthex. Spotlight switch is located under the right side pulpit. Pulpit switch is located on the wall to the right of the piano. Choir loft switch is located to the right of the choir loft.
Education Building: turn on hallway lights and lights in the nursery, Sunday school room, and Choir room, first floor. Also turn on all lights in the stairwell.
- BEFORE WORSHIP:
Light the candles and turn on the sound system/microphones.
Recruit two assistants to help usher and receive the offering/help with communion.
Greet all worshipers and hand each person entering sanctuary a bulletin.
- DURING WORSHIP:
About 5 minutes after worship begins, make sure all entrances to the church are locked EXCEPT the main sanctuary entrance.
Receive the offering with your assistants during the designated offertory time.
Be alert to anyone needing help or directions to restrooms, drinking fountains, etc.
Be alert to anyone entering the sanctuary after worship begins.
- AFTER WORSHIP:
Gather your assistants in the Treasurer’s office to count the offering.
Make sure candles are extinguished.
Make sure all microphones are turned off to conserve battery.
Make sure the Sound System is powered off.
- CLOSING:
Turn off all lights: Sanctuary, Education Building, Davis Hall.
NOTE: two security lights (lamps) in the stairwell remain on all the time.
Turn all AC/heating units to 58 degrees in Sanctuary. Turn all other units off.
Lock all doors.