

**First Parish Unitarian Universalist – Canton
Information for Sunday Ushers**

**In case of fire or other emergency,
assist the elderly and disabled first.**

Before the Service

1. Arrive around 9:45. (The music director, Jim Chubet, begins playing at 10:20. The service begins at 10:30.)
2. Prior to 10:10, check for or do the following:
 - If name tags are missing from the board, check the board on the table in Parish Hall, and put last Sunday's name tags back on the board.
 - Get a glass of fresh cold water for the speaker and leave it in the pulpit area. Clear out any used glasses that may be there.
 - Unlock and open the front doors. The front doors can be opened from the inside without unlocking them. To unlock the doors so that they can be opened from the outside, use the "hex key" hanging in the closet to the right of the front doors. This key fits into a hole in the metal bar frame on each door. Turn the key to set the bars in a down position to unlock the door and in an up position to lock the door.
 - Take out some self-stick nametags and pens from the vestibule cabinet.
 - Take out the hearing assistive devices from the top drawer of the cabinet.
 - Put hymn numbers up on the board to the left of the pulpit. Numbers are in a narrow box behind the board. Hymn number information is in the order of service.
 - Check to be sure the collection boxes are on the table near the front pew of the sanctuary.
 - Make sure there is 1/4 inch of oil in the chalice and that the wick is sticking up 1/8 inch so that it can be lit. Too much oil or too much wick makes the chalice smoke. (Extra lamp oil can be found under the pulpit.) Test-light the chalice to be sure the flame does not smoke or go out.
 - Light the altar candles just before you go out to the vestibule to greet people. Matches are in the wooden box on the altar table.

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4. Starting at 10:10, stand in the vestibule and do the following:

- Welcome everyone and hand out the order of service. Show guests to a seat in the sanctuary.
- Give the large print copies of the order of service and hymnals, or hearing assistance devices, to those who need them.
- Invite guests, or anyone without a printed nametag, to print their name on a temporary self-stick nametag. If time allows, ask guests if they have any questions, and invite them to take brochures and/or a newsletter. Refer guests to a member of the Membership Committee, if necessary.
- Give RE packet to guests with children, and direct them to the nursery or to the Director of Religious Education for information as appropriate.

During the Service

- Sit in the back so that you can give an order of service to latecomers.
- Count the number of attendees *after* the teachers and children have left for their classes. (They are counted via RE attendance.) In the case of intergenerational services, when there are no Sunday classes, count both adults and children. After the service, ask Angela to give you the attendance figure for the children.
- Complete the form provided with the orders of service, and put it in the Office Administrator's (Liz Leehey's) mailbox in the office after the service.
- At the Offertory (see the order of service) ushers should walk forward down either aisle at the same time, get the collection boxes and collect donations from each side of the aisle, front to back. Wait for each other to finish, and at the same time, return the boxes to the table in front of the pulpit.

After the Service

- Remove the water glass from the pulpit.
- Remove any litter in the pews.
- Put hymnals in racks horizontally with spine up.
- Turn off the fans. (Go to the organ loft to do so.)
- Close and lock the front doors.
- Turn out the lights.

Thank you for ushering!