



Usher Instructions, Checklist and Attendance Sheet

Ushers are key people in making Geneva Lutheran a warm and welcoming place. Please arrive 20 minutes early. If you cannot serve as scheduled, please find a substitute, preferably within your SERVE Group and notify the office.

Prior to Services:

- At Sanctuary entrance
 1. Check that Guest Registry book is open and a working pen is lying on top.
 2. Check Assisted Listening Devices in Guest Registry Stand drawer.
 - Clean earpieces with Alcohol Wipes (if supply is low, leave a note on this sheet)
 - Check batteries, and that units are working. (if supply is low, leave a note on this sheet)
- Recruit additional ushers if needed.
- Greet people and be observant of any needs - **directions to Nursery, kid's Activity Bags & Bulletins, large print bulletins**
- Station Ushers in each aisle to distribute bulletins – *not all standing and crowding sanctuary entrance doors!*

During Services:

- Close sanctuary entrance doors when Pastor starts announcements** to eliminate ambient lobby noise in rear of sanctuary.
- During first hymn, count ALL worshipers (adults, children, infants, choirs, pastors, acolytes, etc.) and record Attendance below.
- One usher make a “security walk” on upper and lower levels mid-service - take a bulletin to the Nursery Attendant.

Offering

- Bring offering plates to front pews and assist with passing to rear pews.
- Two Ushers bring plates forward and then uncover the trays of empty Communion glasses/grape juice at the front pews.

Communion

- Two Ushers come to front pews and direct parishioners to altar railing or intinction stations.

Following BOTH Services:

- Cover both Communion Trays.
- Walk up and down ALL pews:**
 1. Pick up trash and left-over bulletins.
 2. Arrange racks with green and blue hymnals and facing forward.
 3. Check pencils and pew envelopes (replacements are in left-side sacristy, third drawer)
 4. Place Bibles at both ends of pews.
- Take Offering to main office safe. If office is locked, ask a staff member or Pastor for assistance.
- Check that all Assisted Listening Devices are turned OFF.

After Last Service:

- Turn off ALL lights.
- Close any open windows.
- Take this Attendance Sheet and Offering to office safe. Ask for assistance if office is locked.

Emergency Assistance – During the service, help person into main lobby or restroom. **Call 911, if necessary.**

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| <u>Fire Extinguishers:</u> | <ul style="list-style-type: none"> * main lobby Coatroom * next to Pulpit and Lectern * Kitchens - Chapel and lower level * upstairs hallway - north and south ends * Main Office | <u>First Aid Kits:</u> | <ul style="list-style-type: none"> * Main Lobby in Guest Registry Stand * Main Office - front counter in 2nd drawer from left |
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ATTENDANCE	Saturday Date _____	5:30 p.m. _____	
	Sunday Date _____	8:00 a.m. _____	
		10:30 a.m. _____	

Thank you for serving, and may God bless you this coming week.