

ABOUT 30 MINUTES BEFORE SERVICE

Unlock any outside doors that are not already unlocked. Most doors will have been opened by other persons by this time as other activities are going on. There is a trick to making the doors at the Hoffman/Bradow wing stay unlocked. First turn the key fully counterclockwise (facing the outside of door.) The latch should retract to the unlocked position. Hold the latch firmly in with your finger and turn the key fully clockwise, past vertical. When you remove your finger, the latch should stay in the unlocked position. Then you will turn a half-turn counterclockwise to remove the key. For the entrance doors on either side of the Narthex, use the special hex-wrench key to dog them down (lock the push bars in the inward position so the door latches are retracted). There is one hex wrench in the Usher's closet and another is kept hanging on the bulletin board in the Robing Room.

Open Sanctuary doors. There is a device at the bottom of each door that holds it in open position.

Turn on Sanctuary lights. These will usually already be on. There is a labeled panel at the entrance to Sanctuary to switch lights on. They are usually in the "dim" setting for Taize; set them fully on for the 10:30 service.

Check the thermostat setting in the hallway, Vaughn Wing and Sanctuary. They should be programmed correctly but sometimes the program has been overridden or the conditions may warrant a temporary override during the service. After the service, **be certain** to press "Cancel" or "Run Program." Depending on the conditions, you may want to turn on the tower fan in the back of the Sanctuary.

Check that the wheelchair and walker are accessible in the back of the Sanctuary, for those who may need them. There is a space for a wheelchair to fit on the aisle end of the first row of chairs in the back. There may be an easy chair (with a lift-assist device?) in the back available for anyone who needs it.

Turn on the sound system; the switch is located in front of the organ. Test the two pulpit microphones. Adjust the microphone for the scripture reader according to that person's height.

Put out the devices for the hearing impaired. You may want to test them – be sure the sound system has been turned on first, then turn on the hearing assist device. There is a volume control on the device.

Put a glass of water (no ice) on pulpit. Place it on the right side of pulpit (when facing the pulpit).

Check offertory prayer on communion table, and be sure it is correct. Check that the correct date is on it and that it matches the offertory prayer in the bulletin; if not remove a copy from one of the bulletins and place it there.

Check offering plates. The two plates should be on the communion table except on the first Sunday of the month when they should be on the flat surface in front of the organ.

Check caring rolls, hymnals, and Bibles. There should be a Caring Roll at the aisle end of each row. There should be four hymnals and two Bibles for each pew, and at least three hymnals and one Bible for each row of chairs in the back. Each Caring Roll folder should include two loose information forms. If any are used and turned in at worship, replenish after service. Used information forms should be turned in with the Caring Rolls, and placed on top to be certain they are seen. Also, there should be a small red-and-white UCC offering envelope in each pew pocket, to be used for cash "open plate" offerings. In addition, ensure that a full set of three pew cards is in the holders in the pews and in the fabric pockets (two per row) for the chairs in the back. Be certain that the "Meditation" pew card is the latest and correct version. Replace all of these pew items as needed from the closet.

ABOUT 15 MINUTES BEFORE SERVICE

Light candles on communion table. Matches are in the plastic file cabinet in the Usher's closet. (The usher's closet is at the back of Sanctuary on the right when facing the back.)

### AS WORSHIPPERS ARRIVE

Recruit four persons to take up collection. Be sure that they have done this before or, if it's their first time, be sure they know how to take up collection. (See separate directions for taking up collection.) We would like to try to include the church youth (Middle and High School) in more roles in the worship service. On Sundays when the youth will remain in worship, please consider asking youth to help with the offering.

Hand out bulletins to those entering the Sanctuary, or recruit someone to do it.

The choir will conclude their rehearsal in the sanctuary by 10:10, and from 10:15 to 10:30 a.m., the sanctuary will be a quiet space suitable for private prayer, meditation, and preparation for worship. Contemplative music will be played during this period, but the purpose is to replace our general hubbub with a "worshipful space." Use the portable CD player that is kept in the choir loft.

Ushers may have to gently urge people who want to socialize to do so outside the sanctuary, preferably down the hall or in the courtyard. An usher should ring the sounding bowl at 10:15 to signify the beginning of Quiet Time, and then again at Pastor Steve's signal at the start of the service, as noted below.

Keep the sanctuary doors **closed** during the quiet period, and greet those arriving in the narthex. After admitting them to the sanctuary, close the doors. It helps to have one usher in the narthex, and the other (usually Michael) inside the sanctuary.

At around 10:25, if Forum participants have not made their way to the Sanctuary, arrange to give them a "nudge," perhaps by flicking the lights in the Vaughan Fellowship Hall off and on.

### AT THE BEGINNING OF SERVICE (10:30 AM)

Ring sounding bowl at the Pastor's signal. The bowl and striker are stored in the plastic cabinet in the Usher's closet. Just before the Pastor walks down the aisle he will signal the usher to ring the sounding bowl. Hold the bowl on the palm of your hand and strike it. Don't strike too hard or it will startle people. Don't strike too lightly or it won't be heard. After the bowl rings for an appropriate length of time, place your hand on the bowl to stop the ringing. (It seems that the bowl will ring for a longer time than necessary. You may want to practice ringing the bowl when no one is around!)

Close sanctuary doors. The doors may be left open until announcements are over and close them just before the Call to Worship. There has been some difficulty in knowing how to deal with latecomers but it seems best to allow them to enter at will and not try to prevent entry. Another approach is to wait in the narthex with latecomers until the first hymn begins.

### DURING SERVICE

Try to encourage use of Caring Rolls, especially by visitors and latecomers who sit in the back.

Take attendance before children leave. Usually the best time to count is during the first hymn, or during Children's Time. Count everyone in the Sanctuary including adults and children and all those on the Chancel area. Counting one area at a time and writing it down seems to work well.

Open doors as children leave for class. Usually the Sunday school teachers will do this. Close doors on both sides of Narthex as soon as possible, in order to minimize noise interfering with worship.

Assist with taking up offering as necessary. Even if you are not taking part in the collection be sure that those designated to take up the collection don't forget. (You might even have to wake them up!)

### AT END OF SERVICE

Open sanctuary doors during last hymn. This can be done on the last verse of the last hymn but sometimes if it is very noisy in the Narthex you may want to wait until after the hymn and benediction are finished.

### AFTER SERVICE

When the service ends, try to usher folks out of the sanctuary to socialize.  
Put candles out. There are candlesnuffers near the communion table or in the Usher's closet.  
Collect Caring Roll sheets. (The sheet for the Taize service is usually left on the table at back of the Sanctuary.)  
Check caring rolls to see that they have sheets and pencils or pens. Refill as necessary. Restock envelopes and pew cards as necessary.  
Tidy pews, hymnals, and Bibles; pick up and recycle stray papers left in pews.  
Turn off the sound system.  
Turn lights off in Sanctuary  
**Please remember** to record the attendance on chart in Robing Room!!  
Return water glass to kitchen. Place it in the sink and those doing fellowship coffee will wash it.  
Take Caring Roll sheets to black box on the Pilgrim House porch. (This box is sometimes referred to as the "milk box" as it was once used to hold milk in the days when milk was delivered.)

#### BEFORE LEAVING CHURCH

Dispose of used bulletins. A few of the bulletins should be placed on the literature rack near the restrooms. Please remove the older bulletins from the rack. Old and excess bulletins should be recycled. There is a wooden recycling bin in the Narthex and the green recycling box is in the kitchen.

If the recycling receptacles are full take them to the Pilgrim House living room; put them in the green container to be picked up.

Check that the windows/patio doors are closed and locked. The usher does not customarily open these at the beginning of the day but other people might have done so. The locks on the patio doors are tricky to lock and easy to damage. To lock, first slide the door open and visually check to see if the latch is down, then fully close the door and turn lock ½ turn to bring the latch up into locked position.

Check lights in remainder of building and turn off as necessary. If there are still people using these area you may leave them on.

Lock the doors. Lock the back Sanctuary door (The one that goes to the Wade Ave. parking lot.) Lock the Vaughn wing door that goes to the courtyard. Lock the two aluminum/glass doors at the Hoffman/Bradow wing. You can leave the front Sanctuary door (facing Dixie Trail) unlocked since the Congolese church will be coming to worship at 1:30pm. You may also want to leave the two doors from the Vaughn wing facing the parking lot unlocked for those who are still in attendance at the fellowship coffee hour. Those who will be cleaning up from the fellowship hour should be asked to lock these doors when they leave. (No key is necessary to lock these doors.)

#### MICHAEL HEBERT

Michael is our permanent associate usher, and he typically takes care of many of these duties, including lighting the candles, ringing the bowl, handing out bulletins, and taking the caring roll sheets to the Pilgrim House. Michael is almost always willing to help take up the collection along the Wade Avenue (outside) aisle. He is a huge help and extremely reliable and faithful; talk with him before worship about how you want to share these duties.