

USHER CHECKLIST (revised 2024)

Important Phone Numbers: Fire	911 (non-emergency 250-248-3242)
Ambulance	911 (non-emergency 250-248-3511)
Police	911 (non-emergency 250-248-6111)

Prior to the Service:

- Arrive at the church 30 minutes before service.
- Familiarize yourself with the emergency exits, phone numbers, fire extinguishers, first-aid kit, walkers, wheelchairs, etc.
- Ensure that the doors to the church are unlocked.
- Turn on the lights in the sanctuary, including altar (switch is beside the piano), cross lights (switch is located at the end of the mailbox wall), and lectern lamps. Thermostats are on automatic settings.
- Ensure that the chairs, pews, and other furniture are organized in their proper places.
- Fill water glasses for the scripture reader and the Pastor.
- Check with the Pastor** to see if there are any special instructions or needs for the service.
- Greet people and hand out the bulletins.
- One usher should take attendance at the beginning of the service.
- Shortly before the service, light the altar candles using the lighting wand, hanging on the wall to the left, just inside the front sanctuary door; bowing prior to and after lighting. A lighter can be found with the wand.

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During the Service:

- Assist late comers to find available seating.
- Be alert to people who may require assistance.
- Ensure the exterior door to the fellowship hall is kept closed and locked during the service.

Offering:

As the offertory starts, go to the front with the offering plate.

Place any prayer requests if applicable, on top for the Pastor's attention.

Communion:

- The Pastor and his wife go to communion first, then
- The musical group
- Ushers should commune last.
- During communion, one usher stands at the front to guide and assist communicants as needed.
- . The other usher invites the congregation to go forward for communion, in small groups.

At the conclusion of the service:

- Extinguish candles, using the lighting wand, during the last verse of the closing hymn, bowing prior to and after extinguishing.

Clean Up:

- When the congregation has left the sanctuary, collect any loose papers left in the hymn racks and straighten the hymnals as needed.
- Turn off all lights.