



Guidelines for Ushers at Emmanuel United Church

Thank you for agreeing to be a Head Usher or Usher at Emmanuel. Ushering is a very important role at our church and we appreciate the time and effort that you are giving to welcome our congregation and visitors to our church through supervision of the Sunday service or other special service

HEAD USHER:

9:00 am:

- Collect keys from offering plate cabinet in the Narthex
- Unlock front and automatic door; do not prop the outside doors open as the cold air affects the tuning of the piano
- Unlock Sunday School, Nursery and Choir rooms
- Turn on all lights in Sanctuary
- Fans and thermostat in Sanctuary should not be adjusted
- Open the main Sanctuary (inside) doors should be open 90° to allow unimpeded opening of the two side doors in compliance with fire regulations
- Place offering plates on flower stands at the back of the Sanctuary and inside the Lounge doors; There will be no passing of collections plates during the service
- Place glasses of water for the Minister on small table closest to their chair and at the pulpit
- Distribute ushers magnetic "Usher" tags (found in small box kept with the keys)
- During the service watch for latecomers and visitors who are not worshippers
- **Count and record the number of adults and children present for the service**
- **Record the number in attendance on the clipboard located on the desk to the left of the Sanctuary doors**

11:00 am

- Collect the magnetic "Usher" tags and return them to the box in the offering plate cabinet
- Place the contents of the offering plates in the brown envelope in the Envelope Secretary's mail slot and return the offering plates to the cabinet in the Narthex
- Return water glasses, set out for the minister, to the kitchen
- Turn off all lights (**make sure Sanctuary lights are pushed down until they click**)
- Close the Lounge and Sanctuary entrance doors
- Lock any doors that you unlocked – don't forget to relock the Automatic Door
- Return the keys to the box in the offering plate cabinet

USHERS

9:30 am

- Assist the Head Usher as needed
- Hand out bulletins at the sanctuary entrance
- Help seniors with walkers as needed; walkers can remain with them
- For the hearing-impaired, amplifiers are distributed by the sound board operator
- After the service, collect any bulletins or papers left in the seats and straighten up hymn books

SEASONAL DUTIES

- Clear snow from front entrance and steps; salt as needed. A scraper is in room beside the Lounge kitchen and salt is in the outdoor storage box.
- Check that the Fire Exits from the Sanctuary (choir area and in the Lounge) open without obstruction

EMERGENCY TOOLS

- First Aid Kits are located in the CE Hall Kitchen on the wall under the clock and in the Lounge Kitchen on the wall under the microwave
- A telephone is in Lounge Kitchen and in the CE Hall Kitchen below the First Aid kit.
- A wheelchair is in Room 30, off the Narthex
- Defibrillator is located on the Narthex wall between the main doors to outside and the notice boards (list of trained individuals underneath)
- Nalozone Kit is located in the defibrillator case.

IN CASE OF FIRE

- Sound alarm via any red fire alarm box. These are located in areas listed below
- Call the fire department at 911. Use available cell phones.
- Close fire doors leading to upper hall.
- Evacuate people out front doors and other emergency exits. Members of the congregation are NOT to go downstairs. Sunday School teachers are aware of emergency procedures.

LOCATION OF RED FIRE ALARM BOXES

- Lounge: wall next to patio door exit
- Lounge: on inside wall next to entry doors
- Narthex: wall next to the main bank of light switches to right of front doors.
- Sanctuary: back wall next to the main bank of light switches
- Sanctuary: wall next to exit door behind the choir
- Upper Hall: wall beside door to back exit.
- Lower Hall: wall beside door to back exit.
- Lower Hall to Narthex: wall beside stairs to narthex.

LOCATION OF CHEMICAL EXTINGUISHERS

- Lounge Kitchen: Over the fridge
- Lounge: wall adjacent to entry doors
- CE Hall Kitchen: entrance to kitchen from hallway
- Upper CE Hallway: wall adjacent to rooms 24 and 25
- Upper CE Hallway: wall adjacent to washrooms at top of stairs
- Lower CE Hallway: wall at bottom of stairs opposite the elevator
- Lower CE Hallway: wall inside entrance to room 09
- Lower CE Hallway: wall inside entrance to room 07

Concerns or Questions?

Contact

Joan Clow

Usher Coordinator

613-821-9164 or jclow1486@rogers.com