

GUIDELINES FOR USHERS

2024-10-29

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 at Sunday worship and other special services.

BE PREPARED

- ✓ All Head Ushers require a FOB (electronic key) to open the front door. Contact the church office to obtain your FOB.
- ✓ Head Ushers arrive at (or slightly before) 9:00 am.
- ✓ Ushers arrive at 9:30 am.
- ✓ If you cannot make it, arrange your substitute from the Spares List, and let **the office know by Wednesday** so that your substitute's name can be printed in the Sunday bulletin.
- ✓ The following checklists of duties should be referred to each Sunday. A copy is in the Usher Guidelines pouch on the wall beside the bulletin board in the Narthex.

HEAD USHER: Before the Service

- ✓ Collect keys from the collection plate cabinet in the Narthex. Note: the door key is on a hook; the room keys are in the recipe box.
- ✓ Unlock front doors. 3 taps with the FOB on the outside panel will unlock the automatic door.
- ✓ Unlock the Photocopy room.
- ✓ Unlock Sunday School rooms (#03, 04, 06, 09 and 10) including the room (#24) across from the CE Hall kitchen.
- ✓ Place an offering basket on a stand at the back of the sanctuary. (The stand may be in the Choir Anteroom (#30).)

- ✓ Turn on all the lights in the Sanctuary. The switches are on the right-hand side on the back wall.
- ✓ Ensure that you and the other usher have magnet nametags (found in the recipe box with the keys).
- ✓ Have "Prayers of the People" clipboard and pen ready for circulation. On odd-numbered Sundays start on the left. On even-numbered Sundays start on the right.
- ✓ Place 2 glasses of water for the minister: 1 on the small table where they sit and 1 on the lectern.
- ✓ Place 1 glass of water on the small table for the reader.
- ✓ Check that the 2 Fire Exits in the Sanctuary (Choir Anteroom and Lounge) open without obstruction. The 2 center doors going into the sanctuary should be open but should also allow the 2 side doors to open without obstruction.

HEAD USHER: During the Service

- ✓ Once the service begins, circulate the "Prayers of the People" clipboard. Try to see that it circulates appropriately.
- ✓ Count the congregation before the children leave for Sunday School. Record the attendance in the red clipboard on the counter on the left side of the Narthex.
- ✓ Watch for latecomers and visitors who are not worshippers.
- ✓ Leave Sanctuary doors open during the service. The doors should be closed when the air conditioning is on. This will require staying outside the sanctuary to welcome latecomers.
- ✓ Collect the "Prayers of the People" clipboard and the offering basket **prior to the hymn following the sermon**. Take them to the

minister **during the hymn following the sermon**.

HEAD USHER: After the Service

- ✓ Snuff the candles on the communion table.
- ✓ Return the water glasses to the kitchen from whence they came.
- ✓ Turn off all the lights in the Sanctuary and Narthex. Note: the slider switches in the Sanctuary must be pushed down until they click.
- ✓ Lock all the doors that you unlocked. Remember to **lock the automatic door** with 3 taps of the FOB.
- ✓ Return the keys to the collection plate cabinet.
- ✓ Return the "Prayers of the People" clipboard to the Narthex.
- ✓ Remove the offerings and give them to the Envelope Secretary (or their designate).
- ✓ Return the offering basket to the collection plate cabinet.

USHERS: During/After the Service

- ✓ Ensure the hymn books are evenly distributed including those behind the communion table.
- ✓ Distribute the bulletins at the main door as folks enter the Sanctuary.
- ✓ Help those with walkers. Once the person is seated the walker can be stored in the Narthex during the service. **Retrieve during the last hymn and deliver to the user.**
- ✓ Assist anyone wanting to use the elevator.
- ✓ For the hearing impaired, amplifiers [**is this the current device being used?**] are distributed by the sound board operator.
- ✓ Note where empty chairs are so that you may guide latecomers to them.
- ✓ After the service, tidy up the sanctuary—collecting bulletins and arranging hymn books.

EQUIPMENT EMERGENCY

- ✓ **First Aid Kits** are 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 the Lounge kitchen and in the CE Hall kitchen under the first aid kit.
- ✓ **A wheelchair** is in the Choir Anteroom (#30) off the Narthex.
- ✓ **A defibrillator** is located on the Narthex wall between the main doors to the outside and the bulletin board.
- ✓ **A Naloxone kit** is in the defibrillator kit.

IN CASE OF FIRE

- ✓ **Sound the alarm via any red fire alarm box.** These are located on the areas listed below.
- ✓ **Call the fire department at 911.** Use available cell phones or one of the phones noted above.
- ✓ **Close the fire doors leading to the 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: on the wall next to the patio door exit.

Lounge: on the inside wall next to the entry doors.

Narthex: on the wall next to the main bank of light switches.

Sanctuary: on the wall next to the exit door behind the choir.

Sanctuary: on the back wall next to the bank of light switches.

Upper Hall: on the wall beside the door to the back exit.

Lower Hall: on the wall beside the door to the back exit.

Lower Hall to Narthex: on the wall beside the stairs to the Narthex.

LOCATION OF CHEMICAL EXTINGUISHERS

Lounge kitchen: over the fridge.

Lounge: on the wall adjacent to the entry doors.

CE Hall kitchen: at the entrance to the kitchen from the hallway.

Upper Hallway: on the wall adjacent to room 24 (across from the kitchen).

Upper Hallway: on the wall adjacent to the washrooms at the top of the stairs.

Lower Hallway: on the wall at the bottom of the stairs opposite the elevator.

Lower Hallway: on the wall inside the entrance to Room 09 (the large Sunday School room).

Lower Hallway: on the wall inside the entrance to Room 07.

CONTACT INFORMATION

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Concerns or Questions?

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