

The Top Ten for the Head Usher

10. **Arrive 20 minutes before the service.** At the first service, unlock the front door. Turn on all lights and the PA system. Check the comfort level of the sanctuary and adjust heating/cooling/fans as necessary.





9. **You've got Help!** Check in with the day's Ushers. Share any special instructions for the day. **Assign locations to the ushers.** Two ushers at each door. Make sure they have bulletins and children's bulletins. Be sure they brought smiles and warm welcomes with them (double-check this).

8. **Where are the Acolyte and Crucifer?** Check on the acolyte and crucifer before the service. Robed? Belted? Aware of anything special? Recruit replacements if necessary.

7. **How 'bout the Reader and Communion Assistant?** Check to see if the persons assigned as reader and communion assistant are present.

6. **You've got a Pastor, too!** Check in with the pastor for any special information.

5. **Ring the Bell!** The steeple bell is rung 4 times –




-  15 minutes before the start of worship;
-  as worship begins;
-  7 times during the Lord's Prayer; and,
-  at the conclusion of the service.

4. **Signal for the Crucifer.** During the first hymn, signal the crucifer at the end of the second verse to place the cross. During the final hymn, signal the crucifer when pastor faces the congregation to start down the aisle, leading the pastor and assisting minister.

3. **Count 'em all.** During the Children's Moment count each person (adult and children) present. Add to this the number of people (adult and children) in the Nursery. The total number is recorded in the

ledger on the desk in the narthex. The entry is made in ink with your initials next to it.

2. **Communion.** Be aware of anyone who needs Holy Communion brought to them in the pew. As the distribution of communion ends, let the pastor know how many pew communions there are. Have the right number of individual cups with you and lead the pastor and communion assistant to the appropriate pews.

1. **Clean it up!** At the conclusion of the service ask the ushers to –
-  Walk through the pews and pick up bulletins or other items left behind.
 -  Straighten hymnals and bookmarks.
 -  After the 11:00 AM Service (9:30 AM during summer) remove the top sheet from each of the red attendance pads and place them on Barb's desk.