**COMMUNION SUNDAY Usher Check off Sheet**

**TASKS TO COMPLETE**

**COMMUNION set up in Usher’s Room (Room 33) Key in Usher Closet: Lead Usher & 1 other Usher**

\_\_\_ Get out COMMUNION cups, trays, challis, bread trays, dollies, cloth napkins, & COMMUNION runner

\_\_\_ Place glass COMMUNION cups in 4 trays & fill with grape juice using special gadget stack & put on 2 tops

\_\_\_ Cut bread some of the bread into cubes & place on dollies on 4 trays, leaving a chunk on each tray for those

 who like to break the bread from loaf

\_\_\_ Put runner on COMMUNION table

\_\_\_ Using the set up guide on door in Usher’s Room or Closet, put sacraments on COMMUNION table

\_\_\_ Place flower arrangement on a stand below pulpit (in hall outside Usher’s Room or in Usher’s Room)

\_\_\_ Set up the 4 chairs in front of 1st pew in front of Alter for COMMUNION

**Before the service begins: 2 Ushers**

\_\_\_ Place this sheet on shelf in Usher Closet, fill in date & names, check off as done

\_\_\_ Pick up Bulletins in the office and put in 3 entrance areas for ushers

\_\_\_ Put your nametag & Usher pin on

\_\_\_ If there is a guest Pastor, welcome him/her & introduce yourselves

\_\_\_ Unlock front doors – ratchet bit hanging on left side of Usher’s Closet

\_\_\_ Put rechargeable batteries in 3 Hearing Aid devices & put on shelf in Narthex

\_\_\_ Put Guestbook, jar of cough drops & large print Bulletins on shelf in Narthex

\_\_\_ Put 2 – 3 COMMUNION envelopes on each pew (envelopes in Usher Closet in Narthex

\_\_\_ Turn on Sanctuary & Narthex lights (**do not** turn on sconces on Sanctuary back wall

\_\_\_ Change the hymn numbers above the pulpit (#’s in box under pulpit)

\_\_\_ Turn on infrared system switch (high on wall, behind American flag)

\_\_\_ Check candles (need to be changed every 3-4 weeks) Check wicks, trim if needed

\_\_\_ Get water for Pastor & Lay Leader (glasses in kitchenette in Buttaro Room)

\_\_\_ Check Alter for flowers, sometimes they are in lobby or office. If no flowers, go into Usher Room (#33) – key

 in Usher Closet, and choose an arrangement to place on Alter

\_\_\_ Check wireless mikes for battery power. Batteries located in Usher Closet.

\_\_\_ Check clipboards for paper & crayons. Put out under shelf in Narthex If you need to replace crayons or need

 more, they are in a drawer in Usher Closet. Paper is in office.

\_\_\_ Welcome members and guests at all 3 doors, give a bulletin & seat each

**During service:**

\_\_\_ During announcements, anyone wanting to make an announcement, send up to Lectern mike

\_\_\_ Light the candles, using brass wick lighter, during the Prelude (bring pack of matches in case needed)

\_\_\_ **Do a head count of all adults & children** (16 and younger) Use a pencil to change for late arrivals

\_\_\_ Give a wireless mike to person doing “Time With The Children”. If Pastor is doing it, check to see if she/he

 has her/his wireless mike attached to their collar

\_\_\_ Collect mike from person doing “Time With The Children” and close door after children have left

\_\_\_ Collect offering Get offering plates & return to back. **Do not** begin collecting until Offertory Music begins.

 Walk down to front & collect from middle pews, then go back down & collect from side pews.

\_\_\_ Serve COMMUNION (Lead Usher will assign)

\_\_\_ Snuff the candles using the brass lighter/snuffer, lighting the wick on lighter before extinguishing last flame,

 during the Departure Blessing

**After service: 2 Ushers**

\_\_\_ Clean Sanctuary checking pews, replace tissues, cards & pencils as needed. Be sure to do balcony also!

\_\_\_ Pick up unused COMMUNION enveloped and put back in Usher’s Closet

\_\_\_ Turn off infrared system switch

\_\_\_ Take water glasses back to kitchenette, wash them & put away in the cabinet

\_\_\_ Put away mikes, Hearing Aid devices, cough drops, children box & Guestbook

\_\_\_ Recycle the bulletins in blue recycling bucket out in back hallway \*Save 10 or so bulletins to place on

 rack downstairs on wall on left side of entrance

\_\_\_ Turn off lights. **Do not** touch fans

\_\_\_ Close curtains, lock front doors, close all Sanctuary doors

\_\_\_ Leave this completed sheet (other side) on Lauren’s desk in office, & place extra Bulletins in rack by entrance

 by office. Recycle ones from previous week

**COMMUNION Cleanup: Lead Usher & 1 Usher**

\_\_\_ Collect COMMUNION cups (be sure to collect from balcony & choir loft) using trays & bring down to kitchen

 & wash and dry, then return to cabinet in Usher’s Room

\_\_\_ Bring bread, bread trays, napkins, cup tray tops, challis & COMMUNION runner back into Usher’s Room

\_\_\_ Bag extra bread, shake out dollies & napkins into garbage, fold napkins, wipe trays, & goblet, then put back

 in cabinets. If napkins are soiled, let Lead Usher know so he/she will bring home to launder, iron & return

\_\_\_ Shake out COMMUNION runner, rehang and return to closet in Usher’s Room If soiled, let Lead Usher know,

 so she/he will bring home to launder, iron & return