



HEAD USHER TASKS AND RESPONSIBILITIES

Check the SignupGenius before Sunday to see who your ushers will be and who the Trustee offertory counter will be.

Arrive about 10:15. Put the Black Lives Matter banner (also Building Our Future banner thru 12/31/21) on the fence and the two flags on either side of the center steps against the pillars so they will not blow over. The BLM Banner is stored under the vestibule podium that contains the order of service information. (Garnett or Kevin may beat you to this task.)

Set the display board with COVID guidelines at the top of the center steps.

Welcome the ushers/greeters and explain the procedures, particularly to those who are new to the tasks. There will be questions about the bathrooms, nursery site, RE and so on.

Assign ushers and greeters to various doorways for greeting and giving out orders of service. Assign people for collection to the three aisles and the balcony. Touch base with the Trustee offertory counter.

Set out the four collection boxes, which are on the ushers' table in the east corner, to the three aisles and make sure there is a basket available to collect in the balconies.

If someone needing the wheelchair lift arrives text Kevin (347-451-3941) to operate the lift.

At the moment, we are leaving all front doors open for ventilation. When you hear the Sounding Bowl, place the inside podium with the "do not enter" sign in the middle of the center door opening to direct late-comers to the side doors.

Stand or sit in the ushers' corner to be ready to do the lights. Turn off lights just before the prayer and meditation, using the switches on the wall that have the blue arrows. Left to right. Turn the lights back on after the candle-lighting.

Collect the offering and bring the money to the vestibule, where a Board Member will collect the money in the cloth bag that is in the drawer of the table in the ushers' corner. That person will keep the bag during the service. Put collection boxes back on the ushers' table.

After the sermon starts, count the congregation. Use the clicker/counter that is in the drawer of the ushers' table. Enter the count into the small black book in the drawer and restore the counter to zeros.

After the service, collect the orders of service as people leave, or collect them from the pews where they may be left behind. Sort the white interior portions for recycling and reserve the outer portions. Either take to the office of leave for staff to collect later.

Staff (Kevin or Bobby) will bring in BLM banner and flags and close the front doors after the service.

Additional Building Our Future (BOF) Tasks through December 2021 (Lee & Tom will assist.)

Put the BOF banner on the fence and bring in at end of service.

Set the two BOF display boards on either side of the center door in the vestibule.

Set the Thank You display board on a music stand to one side of the center aisle just behind the wooden screen.