



REVISION HISTORY

This is a new document based on historical information from October 2009.

BACKGROUND/PURPOSE

The purpose of the ushers is to welcome people to the Sanctuary and establish the tone for members, friends and visitors. Ushers play a vital role in the worship experience. They represent the Church, its programs and its vision and their dedication and commitment are appreciated.

POLICY

It is UUCWC Policy to have Ushers at every service to welcome all people that attend and help them to enjoy the service. The Ushers are also responsible for collection and counting of the offering.

GUIDELINES

The Membership Committee, in consultation with the Minister and Worship Associates Committee, writes Policy and Procedures for Ushers. The scheduling of Ushers is the responsibility of the Membership Committee.

PROCEDURES

1. Ushers arrive at the church by 8:45 AM for the 9:15 AM service or 10:30 AM for the 11:00 AM service. For single and summer services, ushers arrive at 9:30 AM for the 10:00 AM service. Ushers wear an "Usher" badge, found in the top drawer of credenza. The Ushers get the Orders of Service from the table against the wall in the office, and stuff any additional inserts if necessary.
2. Before the 9:15 AM Service, Ushers place hymnals on every other chair if needed (check the Order of Service), rolling the bookcase up the center aisle to simplify the task.
3. Ushers stand just inside the sanctuary doors, greet people as they enter and give them an Order of Service. Ushers must be aware of visitors (they wear a stick-on nametag) and direct/escort them to seats, if it seems appropriate.
4. Blue slips for joys and sorrows are offered at every service; they are available from the minister and the office. Latecomers may need some help locating seats. Ushers encourage people to move toward the front. After the service begins, Ushers monitor the door to the Sanctuary and encourage people to enter at appropriate times as indicated by * in the Order of Service.
5. The ushers and greeters collect the financial affirmation. Ushers get the collection plates from the back room off the Choir office. Starting at the front, ushers pass the plates to alternate rows, and return all plates to the Choir office where the money is counted using the small table, not Choir office desk. Ushers count the money immediately following



the collection. Follow the Procedures for Handling the Offering and Recording Attendance (Appendix A). It is also posted on the wall in the Choir Office. **IT IS IMPERATIVE THAT BOTH USHERS COUNT AND CO-SIGN THE FORMS.**

6. Ushers count the people in attendance before the children leave for RE (during the story time is good). One person counts the left and other counts the right. Ushers include all people in the count: choir members, worship associates and themselves. There is a place on the Offering Summary and Attendance Form to record this number. Include the number of people that the Greeters counted outside the sanctuary.
7. After the service, ushers help to straighten up by picking up any discarded programs and stacking hymnals on the cart. The cart is pushed back against the wall when done. Ushers also help any visitors to find their way to the Crossings Room for socializing and refreshments. Ushers are responsible for finding their own substitute, if needed, by emailing all on the Usher/Greeter list. Also, the usher informs the Usher/Greeter coordinator so changes are listed in the order of service.

Prepared by: Rollie Rahn, Membership Co-Chair

Unitarian Universalist Church at Washington Crossing



PROCEDURES FOR USHERS

MEMBERSHIP COMMITTEE

Appendix A (two sided form)

Side 1

Unitarian Universalist Church at Washington Crossing
268 Washington Crossing – Pennington Rd
Titusville, NJ 08560-1524

Offering Summary and Attendance Form (See instructions on the other side of this form.)

Date/Time of Service: _____
Date Time

Cash and Checks:

Number of \$ 1.00	_____	X 1	=	\$ _____
\$ 2.00	_____	X 2	=	\$ _____
\$ 5.00	_____	X 5	=	\$ _____
\$ 10.00	_____	X 10	=	\$ _____
\$ 20.00	_____	X 20	=	\$ _____
\$ 50.00	_____	X 50	=	\$ _____
\$100.00	_____	X 100	=	\$ _____

=====

A. Total Value of Bills: \$ _____

B. Total Value of Coins: \$ _____

C. Total Value of Cash (A+B): \$ _____

Number of checks (loose): _____

Number of Envelopes * _____

(*Do Not Open)

Names and signatures of TWO persons who counter the offering:

Please Print

Please Print

Signature

Signature

- Put one copy in bank bag with the money and checks.
- Put another copy in the Treasurer's mailbox in the church office
- Cut off bottom portion of one copy and put in the Office Manager's Mailbox in the church office. (See instructions on the other side of this form.)

=====Cut Here=====

Date/Time of Service: _____ (Put in Office Managers Mailbox)
Date Time

Number in Attendance: _____

Please Print Your Name



**Appendix A (Continued)
Side 2**

**Unitarian Universalist Church at Washington Crossing
268 Washington Crossing – Pennington Rd
Titusville, NJ 08560-1524**

**Procedure for Ushers
For Handling the Offering and Recording Attendance**

1. The Offering should be counted by two people who will both sign the offering summary and attendance form (see reverse side).
2. **Cash:** Separate bills by denomination. Count the number of bills in each group and enter the number of bills and dollar amount on the form found on the reverse side of this document.
3. **Checks:** Unfold Checks not in envelopes. Leave the checks that are in envelopes **unopened**. Put all checks in the bank bag.
4. Complete and sign two copies of the Offering Summary and Attendance Form. Put one copy with the cash and checks in the bank bag and place the bag in the top drawer of the file cabinet. Put the 2nd copy of the Offering Summary and Attendance Form in the Treasurers mailbox in the church office.
5. **Attendance:** At the bottom of one of the Offering Summary and Attendance Forms, record the number of people in attendance at the service. Count the People in attendance before the children leave for RE. During the story time, one person counts the left and other counts the right. Include all people: choir members, worship associates and yourselves. Include the number that Greeters counted outside the sanctuary. Cut off the bottom of the form where indicated and put it in the Office Manager's mailbox.
6. Lock the file cabinet drawer whenever there is money in there.