

Usher Captain	Co-Captain	Usher 3	Usher 4	Usher 5	Usher 6
report 10:15; get nametags out; turn on lights; check hearing devices; coordinate other ushers	report 10:20; get nametag	report 10:20; get nametag	report 10:20; get nametag	report 10:30; get nametag	report 10:30; get nametag
Greet at front doors; scout seats N aisle	Greet at front doors; scout seats S aisle	Greet @ elevator	Help conduct to seats	(optional) Greet front doors	(optional) Greet front doors
Direct/take to seats	Direct/take to seats	assist disabled	Scout seats in balcony		
<u>Stay in narthex</u> throughout service; close sanctuary N doors on chime	close sanctuary S doors on chime	close door after 1 st Hymn & be seated	Be seated during pastor's greeting	Be seated during pastor's greeting	Be seated during pastor's greeting
Count attendance (a good opportunity is during the lessons)	Stay in narthex while captain counts (or count attendance instead)				
open doors AFTER Creed: collect offering (first note of organ), direct other ushers in collecting offering	open doors AFTER Creed: help collect offering	come to narthex AFTER Creed: help collect offering	come to narthex AFTER Creed: help collect offering	come to narthex AFTER Creed: collect offering in balcony	come to narthex AFTER Creed: collect offering in balcony
	Stay in narthex after offering collected (need two unrelated people)	If needed, take elements to table (when singing begins)	If needed, take elements to table (when singing begins)		
	Open outside doors during last hymn	collect register slips inside (collect cups when needed)	collect register slips on sides (collect cups when needed)	collect register slips in balcony (collect cups when needed)	collect register slips in balcony (collect cups when needed)
Deliver offering to counters	Deliver offering to counters	take register slips to office	Give register slips to usher 3	Give register slips to usher 3	Give register slips to usher 3