

Ushering Checklist : Afternoon Session (12PM-2:30PM)

- ☐ Arrive by **11:30AM**

Prepare Emblems:

- ☐ Two (2) trays for the bread (3 minutes in microwave), cover with white linen.
- ☐ Two (2) trays of juice (Prepared by Morning usher)
- ☐ Two (2) Offering bags
- ☐ Emblem table prepared and placed in the side room with table cover (white linen), aligned.
- ☐ **Place a cup of water on the speaker's podium for the speaker BEFORE 12:15PM**

Prepare Coffee: (Instructions should be posted near machine)

- ☐ Prepare **2 carafes of regular** (prepare decaf **only if less than 1/2 left over** from morning)

Fellowship #2:

- ☐ **Please verify new building is empty and lock both doors to it.**
- ☐ Roll in the emblem table

Breaking of Bread:

- ☐ Pass the emblems. Assist those with unsteady hands.
- ☐ Exit after the passing of offering, moving emblem table into side room.
- ☐ Count offering and number of cups taken and record them on the attendance sheet.
- ☐ Wash the plates and dispose of the remaining bread and juice.

After the service

Annex Building:

- ☐ **Please fold and place parking lot umbrellas in the back of Jr High Sunday school Room**
- ☐ Take out food trash and put new liners in the trashcans.
- ☐ Turn off copier in the resource room.
- ☐ Turn lights off.
- ☐ Undog the door facing the main building.
- ☐ **Turn off Thermostat** on first floor landing.
- ☐ Ensure that all doors and windows **are closed and locked (by tugging hard on them)**
 - ☐ Check the bathroom windows.
 - ☐ Lock the glass door leading to the rear parking lot.
 - ☐ **Make sure door is locked in lower Jr High room.**

Main Building:

- ☐ Turn off the ceiling fan.
- ☐ Take out food trash and put new liners in the trashcans. **Please check nursery trash as well.**
- ☐ Make sure no food or drink is left out on the counter (**Check Speakers podium for cup. Clean and put away**)
- ☐ Ensure that all doors and windows are closed and locked. For the two classrooms in the upstairs, make sure the blinds are drawn shut.
- ☐ Undog **BOTH** the doors facing the annex building.
- ☐ Undog both sets of glass doors in foyer and make sure the doors are latched.
- ☐ Turn off the lights in the main auditorium.
- ☐ **Please roll in bookshelf and lockup book nook**

As you exit:

- ☐ **Return child binders to the resource room filing cabinets**
- ☐ Take the garbage bags out to the dump area.
- ☐ Instruct the last person to lock the exit gate if you are not the last one to leave. Note the name of the person that you gave the exit instruction, if needed: _____
- ☐ Lock the entry & exit gate. (please ensure locks are interlinked properly)