

Ushering Checklist

Morning Session (8:30AM-12PM)

- Arrive by **7:30AM**
- Open both main gates to the parking lot.

Annex (Rear/New) Building:

- Unlock the glass door to the rear parking lot.
- Set thermostat (located on first floor) to 68 (Heat in winter, Cool in summer)
- Dog the door facing the main building,
- Unlock door to Sunday school class room next to main building (to the right of door above)
- Please **find umbrellas** in the back of the Jr High Sunday school room (new building) and set them up in the **holders attached to the benches** in the parking lot

Main Building:

- Dog the door facing the annex building and both sets of glass doors in foyer.
- Set thermostats to 68 (Heat in winter, Cool in summer) at the following locations
 - o 2 in main auditorium
 - o 1 in lower auditorium
- Turn on lights and ceiling in the main auditorium.
- Retrieve child protection binders from resource room and place in appropriate classrooms**
- Quickly check to make sure the chapel is clean and presentable.

Prepare Emblems:

MAIN BOB SERVICE:

- Emblem table centered in front of stage and set with table cover (white linen), aligned.
- Four (4) trays for the bread** (Round) (3 minutes in microwave), cover with white linen.
- Five (5) trays of juice**, 40 cups per tray (Please make sure to use **RED** grape juice)
- Three (3) Offering bags**

AFTERNOON BOB SERVICE:

- Second set of **two (2) full trays of juice**, 40 cups per tray
- Place these in the refrigerator and use as back up if needed.

SPANISH BOB SERVICE: (ONLY 1st Sunday)

- Spanish group provides own bread.
- One (1) tray of juice**, fill cups 1/2 way to avoid spillage (20 Cups)
- One (1) Offering bag/box**

Prepare Coffee:

- Prepare **2 carafes of regular** and **1 carafe of decaf**
- Coffee maker instructions should be posted near machine

Breaking of Bread:

- Pass the emblems. Assist those with unsteady hands.
- Pass handouts if any
- 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.

Morning FBH

- Place a cup of water on the speaker's podium for the speaker BEFORE 10AM.**