

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.
- ☐ 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 **3 carafes of regular** and **1 carafe of decaf**
- ☐ Coffee maker instruction binder (blue) can be found near machine if required

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.**