

Checklist for Ushers @ Mt. Lebanon Chapel

Prior to 830 am service

- 1 Unlock Restrooms, adjust thermostat to cool at 78/80 degrees
- 2 Ask Clergy about table requirements; check in Storage Room or behind rearmost pews
- 3 Clergy should know how to operate mics/body pacs
- 4 Check batteries - replace every other Sunday
- 5 Check with Altar Guild - they may need help with prep
- 6 Set out large trash can with liners - it is located in either the Men's Room or Storage Room
- 7 Distribute bulletins to attendees
- 8 Familiarize where AED/CPR unit and Fire Extinguisher are located
- 9 Count "All Souls" for 830 service - from babies to musicians and Clergy

Between services

- 1 Help pick up programs in pews
- 2 Straighten kneelers and books in rack
- 3 Check with Clergy for direction
- 4 Distribute bulletins to attendees
- 5 Count "All Souls" for 930 service - from babies to musicians and Clergy

After 930 am service

- 1 Return tables to either the Storage Room or behind/next to rearmost pews
- 2 Clergy is responsible for money pouches
- 3 Power down audio system
- 4 Return mics to drawer on audio cart
- 5 Secure Chapel/Power off
- 6 Secure restrooms/lights off and thermostat adjusted
- 7 Store large trash can in Storage Room