**USHER**

**PALM GROVE**

**Pre Service [by 3.30pm]**

☐ Set up 4x sets of black cloth dividers in the hall

**☐** Remove excess chairs

**☐** Left sector (facing stage) - remove 3 columns from the left + 1 row (the row aligned

to the gap of the middle/right sectors)

**☐** Middle sector - remove 1 column from each side

**☐** Right sector (facing stage) - remove 2 columns from the right

☐ Arrange chairs neatly in straight lines

☐ Clear any litter from the ground

☐ All ushers to be in position by 3.30pm

☐ When doors open, hall ushers to flush people to the front seats

* Cordon off the back, middle sector with the usher ropes

☐ Give out busing schedules, event sign-up forms, publicity cards at the door if necessary

**During Service**

☐ Flush people to the front seats as they stream in

☐ Offering

☐ Give out offering cans on SL’s cue

☐ Usher IC to get figures (General Offering, Tithes, MFP) from money counting team

and record the amount in the TheEDGE stats form.

☐ Head-counting

☐ Usher ICs start headcounting with two other ushers when preaching starts

☐ Check with AV room on the no. of personnel in the room

☐ Report the headcount to the SD

☐ Altar call

☐ Move to the front of the first row when altar call is given

☐ Facilitate crowd movement by guiding people to empty spaces at the front/sides to

prevent overcrowding in the aisles

☐ Look out for prayer team members without an usher and follow them around as a

catcher

**Post Service**

☐ Give out busing schedules, event sign-up forms, publicity cards at the door if necessary.

☐ Usher IC to fill up TheEDGE stats form **immediately** after service ends

☐ Return the removed seats back to the sectors

☐ Keep the black cloth dividers and store them neatly at the Youth Store

☐ Clear the hall of any litter

**USHER**

**JACKSON SQUARE**

**Pre Service [By 3:30pm]**

**☐** Ensure chairs are stacked to the same height

☐ Cover excess chairs with black cloth fully and neatly

☐ Set up info counter

**☐** Set up rego counter (if needed)

☐ Set up TheEDGE logo and uplighters

☐ Arrange chairs neatly in straight lines

☐ Clear any litter from the ground

☐ Ushers to be in positions from 3:30pm onwards

☐ Direct people to the chillzone

☐ When doors open, hall ushers to flush people to the front seats

☐ Give out busing schedules, event sign-up forms, publicity cards at the door if necessary

**During Service**

☐ Flush people to the front seats as they stream in

☐ Offering

☐ Give out offering cans on SL’s cue

☐ Pass offering cans to money counting team

☐ Usher IC to get figures (General Offering, Tithes, MFP) from money counting team

and record the amount in the TheEDGE stats form.

☐ Head-counting

☐ Usher ICs start headcounting with two other ushers when preaching starts

(including duty personnel)

☐ Report the headcount and visitor count to the SD

☐ Altar call

☐ Facilitate crowd movement by guiding people to empty spaces at the front/sides to

prevent overcrowding in the aisles

☐ Look out for prayer team members without an usher and follow them around as a

catcher

**Post Service**

☐ Give out busing schedules, event sign-up forms, publicity cards at the door if necessary.

☐ Usher IC to fill up TheEDGE stats form **immediately** after service ends

☐ Keep info counter, black cloth, TheEDGE logo and uplighters

☐ Clear the hall of any litter

☐ Clear dustbin

**USHER**

**RUBIKON**

**Pre Service [by 3.30pm]**

**☐** Remove last two rows of chairs from left & right sector + chairs near sound & lights board

☐ Keep the excess black gang clips (from the chairs) in the white foldable laundry basket

☐ Excess chairs to be kept behind the partition at the back of the hall

☐ Set up info counter

☐ Set up TheEDGE logo behind the last row of the left sector

☐ Arrange chairs neatly in straight lines

☐ Clear any litter from the ground

☐ All ushers to be in position by 3.30pm

☐ When doors open, hall ushers to flush people to the front seats

☐ Give out busing schedules, event sign-up forms, publicity cards at the door if necessary

**During Service**

☐ Flush people to the front seats as they stream in

☐ Offering

☐ Give out offering cans on SL’s cue

☐ Pass offering pails to money counting team

☐ Usher IC to get figures (General Offering, Tithes, MFP) from money counting team

and record the amount in the TheEDGE stats form.

☐ Head-counting

☐ Usher ICs start headcounting with two other ushers when preaching starts

(including duty personnel)

☐ Report the headcount and visitor count to the SD

☐ Altar call

☐ Facilitate crowd movement by guiding people to empty spaces at the front/sides to

prevent overcrowding in the aisles

☐ Look out for prayer team members without an usher and follow them around as a

catcher

**Post**

**Service**

☐ Give out busing schedules, event sign-up forms, publicity cards at the door if necessary.

☐ Usher IC to fill up TheEDGE stats form **immediately** after service ends

☐ Keep info counter and TheEDGE logo in the storeroom

☐ Set back the table + chairs outside the hall

☐ Clear the hall of any litter