

INSTRUCTIONS FOR BEING AN USHER

Thank you for offering to usher on Sunday morning! It's a wonderful opportunity to meet others at Sunnyhill. **Orders of service, materials and collection baskets are located in the foyer nametag cabinet and the welcome table in a turquoise binder.**

Instructions are similar for both services. The usher at the 1st service is responsible for getting all supplies out. The usher at the 2nd service is responsible for putting all supplies away. If it's a Sunday with only one service, then assume responsibility for both. There is a third person who is the Greeter. If there is no Greeter, please greet visitors yourself and ask them to sign the Visitor Log in the welcome table in order to receive our newsletter.

Arrive early: 8:30am for the first service, 11:00am for the second.

Open top part of Cabinet so the Nametags are available for all. There is a chart in the cabinet to show where everyone's nametag is.

Fold the Sunday morning bulletins which will be in the Welcome Table drawer in the foyer. Allow at least ten minutes for this.

The Large-Print orders of service go into a rack which is on the table in the back of the Main Room.

Place "reserved" cards (they are kept in the turquoise binder) on the last two rows to reserve them for people who are late and for parents with infants.

Invite people to fill the rows closest to the fireplace first! We have had trouble seating latecomers because the front seats are not filled. **THIS IS IMPORTANT!**

Put collection baskets on two seats near the main door to reserve for yourselves.

Wear a "Usher" name tag; they are in the welcome table drawer.

Hand out bulletins at the door as people arrive. Encourage people to move out of the doorway.

Ring the bell (located above the doors to the Main Room) 5 minutes before the service is to begin (at 8:55am or 11:25am) and again five minutes later when the service is starting. If people are arriving slowly, you may want to coordinate the bell with the service leader.

Close all doors when the service begins. Re-close doors during the service as necessary. One usher should stay in the foyer for the 1st 10 minutes of service to direct latecomers to the side door.

About 10 min. after the service begins, take your places in the chairs that you have reserved for yourselves. Leave bulletins on the hall table so latecomers can pick them up. You may want to keep some bulletins with you to give to latecomers who enter the room empty-handed.

Monitor extraneous noise coming from the dining room and foyer during the service.

Ask people to limit this as needed.

Take the offering at the place indicated in the Order of Service. Start the baskets on both sides of the front of the room and allow them to be passed by row to the rear. If chairs are arranged in a semi-circle, start baskets on opposite ends of alternate rows.

About twenty minutes into the service: count the number of people attending the service and enter the number on the attendance data sheet in the turquoise binder.

After the service: count the cash—not checks—and record the amount in the Cash Journal in the binder. Place cash and checks in an envelope (inside cover of the binder), recording the date and time of service on the front. Place the envelope in the white mailbox in the church office, located to the left of the book case.

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Straighten the chairs, pick up hymnals that have fallen and bulletins that have been left behind.

After the 2nd service, put all supplies away, including the collection baskets, and close the nametag cabinet.

IMPORTANT: If you are unable to host on the date assigned, please find someone on the list to exchange dates with you, then tell the Church Administrator of the change. Thank you for serving as an usher!

INSTRUCTIONS FOR RE SNACK

Dear Parents:

It is a tradition at Sunnyhill (UUCSH) for the parents to provide a snack after RE classes each Sunday. Enclosed is a list of snack assignments for the 9:00 and the 11:30 services on scheduled RE dates. We are asking that parents/guardians of all RE students, including those in the Youth Group, help as possible. If you cannot participate as shown, please try to switch with another family who attends services at the same time. You will need to provide for about 30 children. THIS YEAR RE SNACK WILL BE SERVED IN THE NEW & IMPROVED DRE OFFICE!!!

What:

We would like snacks to be appealing to kids and think that changing the type and quality of snacks would help. Imagine Coffee & Conversation rather than preschool! The kinds of food the kids love is at the dining room table every Sunday—bagels cut in pieces with cream cheese, good breads/pastries, fruit, etc. Some RE parents are making vegan (non-eggs or dairy) snacks for the freezer. When it is your turn to bring snacks, please try to make them as appealing as Coffee & Conversation food is! And feel free to join us for snacks!

Bite-sized pieces help keep it simple

1 gallon of fruit drinks or juice or nice, cold (not tap) water
napkins

When:

Arrive 15 minutes before the end of the church service to set up the snack table.

Get the RE glasses from the kitchen (they are stored below the coffee cups on a dishwasher rack). Please bring the glasses in the rack to the DRE office.

Get a pitchers and plates (as needed) from kitchen.

Place snacks and leave them covered on table in the DRE Office.

About 15 minutes before the end of the adult service, pour juice cups (not too full).

Supervise children at the snack table (teachers should accompany and supervise children while they eat, and help them clean up.) Many times the teacher will bring the snack to the younger children. The teachers will return the used classes to the DRE office.

After:

Placed used cups upsidedown in dishwasher rack and take them back to the kitchen for washing – leave them to the left of the double sink – somebody else will put them in the dishwasher. If there is any trash, please put it in the wastebasket. Collect and wash pitchers and any dishes. Cleaners will vacuum and empty trash later, but please clean up large messes.

**THANK YOU FOR HELPING WITH THIS IMPORTANT, COMMUNITY-BUILDING TRADITION
OF “BREAKING BREAD” TOGETHER**

9:00am COFFEE & CONVERSATION INSTRUCTIONS

Arrive early so you have plenty of time to find your supplies and make sure you know where everything is. You ARE NOT expected to have coffee made prior to the service. Plug in the coffee maker. It will take about ½ hour to heat the water. When the green light turns on, the water is ready to make coffee (about 20 minutes). Put the “Coffee Collection” box on the refreshment table (it is in the oak cupboards). Tablecloths are below-right to the coffee maker.

Bring a pint of milk, half-and-half, or non-dairy creamer. Containers can be found in the cabinet by the microwave.

Goodies are “good” but optional. Plates and trays can be found in the cabinets.

Leave a message for the Church Administrator concerning low or missing supplies.

All coffee and tea supplies are located in the oak cupboards. The clean coffee mugs are in trays on the black cart in the dining room. Set an empty dishwasher tray for dirty mugs on the triple sink in the rear of the kitchen. There is a grey washtub in the dining room for dirty mugs – move these to the dishwasher tray as needed. Put the tea supplies on the center island. You may use the carafes in the dining room for Regular and Decaf Coffee to ease congestion in the kitchen.

Before you leave, take all leftovers with you (do NOT leave anything in the fridge – it will not get eaten), wipe all tables and counters. Wash, dry and put away all dishes that were used so that the 2nd svc hosts start with a clean kitchen. Do not leave any dishes in the dish rack or in the sink. You may leave the tea supplies out and any leftover coffee in the carafes.

Wash the mugs in the dishwasher – Before leaving, be sure to wash all trays of dirty mugs through the dishwasher. Place clean trays on the black cart in the dining room. Dishwashing instructions are below and also on the dishwasher. Be sure to turn off the 2 “power” switches on the dishwasher.

Coffee Maker Instructions:

Plug in coffee maker and wait for green light to illuminate (takes around 20 minutes)

Use the coffee “pillow packs” and filters that are in the oak cabinets. Use 1 pillow pack per pot of coffee. Pour 1 pot of water through the mesh screen on the top right of the coffee maker (the coffee will start to drip IMMEDIATELY so have an empty pot ready under the basket)

Turn on the burners to keep the coffee warm

Keep the carafes full (the large one for regular and the small one for decaf). They are kept in the cabinet underneath the coffee maker. After filling put them on the table in the dining room – this way there are 2 “coffee stations”. Put some creamer/sugar here also.

We now **COMPOST** the coffee grounds and filters! Do not throw them away; take them outside and put them in the left-hand compost bin next to the dumpster.

Use the urn (also under the coffee maker) for the hot water and put on the middle island along with the tea supplies

When done, turn off the burners, rinse pots and basket, and unplug coffee maker. (if there is another service after this, you can leave the coffee maker plugged in)

Dishwasher/Sterilizer Instructions

run warm-up cycles (this gets the water temp hot enough to sterilize)

press both buttons down to “Power On” and “Auto Cycle” (red light illuminates)

open door completely then close. This begins the wash cycle (orange light illuminates)

green light will illuminate while draining (cycle takes 2 minutes)

when green light goes out, the cycle is done

repeat #b-d until the temp gauge reads at 9:00. It will take 2-3 cycles to reach this temp.

wash mugs

pour ½ cup of the pink “dishwasher detergent” (nothing else!) directly into the bottom of the washer.

This will last for 2-3 loads.

Slide-in one dirty tray of mugs.

close door, the cycle starts automatically

Repeat for each tray of mugs. The clean tray of mugs goes on the black rack in the dining room.

turn off dishwasher – IMPORTANT!!!

switch buttons to “Off/Drain” and “Off” (left button will be in “up” position, right button will be in the “middle” position)

If it's summertime, you may prefer to serve cold drinks rather than coffee and hot tea. Powdered lemonade can be found in the cabinet. You can also bring juice or iced tea. If there is only 1 service, please do tasks listed above for both services.

11:30am COFFEE & CONVERSATION INSTRUCTIONS

Arrive early so you have plenty of time to find your supplies and make sure you know where everything is.

Bring a pint of milk, half-and-half, or non-dairy creamer. Containers can be found in the cabinet by the microwave.

Goodies are “good” but optional. Plates and trays can be found in the cabinets.

Leave a message for the Church Administrator concerning low or missing supplies.

All coffee and tea supplies are located in the oak cupboards. The clean coffee mugs are in trays on the black cart in the dining room. Set an empty dishwasher tray for dirty mugs on the triple sink in the rear of the kitchen. There is a grey washtub in the dining room for dirty mugs also – move these to the dishwasher tray as needed. You are not responsible for washing the mugs.

Before you leave, take all leftovers with you (do NOT leave anything in the fridge – it will not get eaten), wipe all tables and counters. Wash, dry and put away all dishes that you used – do not leave anything (dirty or clean) in the sinks.

Please rinse carafes, coffee pots, creamers, toss grounds, and return empty hot water urn to cabinet!

Carafes and urn go in the cabinet below the coffee maker. Return the tea supplies to the oak cabinets.

Put away any supplies and make sure the refreshment table is clear and wiped clean. All dishes should be put away and kitchen counters clear. Please take home dirty tablecloths, wash and return to the cabinet.

Put away the trays with tea/coffee supplies in the oak cabinets

Bring any coffee donations to the office, put in an envelope, mark “coffee collection” with the date and amount, and put in the red mailbox outside the office.

Wash the mugs in the dishwasher – Before leaving, be sure to wash all trays of dirty mugs through the dishwasher. Place clean trays on the black cart in the dining room. Dishwashing instructions are below and also on the dishwasher. Turn off the 2 “power” switches on the dishwasher

Unplug the coffee maker.

Close and lock all windows and doors throughout the building. Lock the front door from the inside and exit through the kitchen (this automatically locks). If there are others still in the building, tell them that they must keep the front door locked and exit through the kitchen.

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Plug in coffee maker and wait for green light to illuminate (takes around 20 minutes)

Use the coffee “pillow packs” and filters that are in the oak cabinets. Use 1 pillow pack per pot of coffee.

Pour 1 pot of water through the mesh screen on the top right of the coffee maker (the coffee will start to drip IMMEDIATELY so have an empty pot ready under the basket)

Turn on the burners to keep the coffee warm

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when green light goes out, the cycle is done

repeat #b-d until the temp gauge reads at 9:00. It will take 2-3 cycles to reach this temp.

wash mugs

Pour ½ cup of the pink “dishwasher detergent” (nothing else!) directly into the bottom of the washer.

This will last for 2-3 loads.

Slide-in one dirty tray of mugs and close door, the cycle starts automatically

Repeat for each tray of mugs. The clean tray of mugs goes on the black rack in the dining room.

turn off dishwasher – IMPORTANT!!! - switch buttons to “Off/Drain” and “Off” (left button will be in “up” position, right button will be in the “middle” position)

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