



2025 SERVICE CHECKLIST SETUP/USHERS

TEAM ADMIN

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AUDITORIUM SETUP

- ☐ 3 communion tables (stored out in the lobby)
 - ☐ 1 small table (stored under lady's portrait) placed at the front
 - ☐ 2 larger tables placed on the stage
 - ☐ 2 large rugs for the 2 large tables
- ☐ Pulpit placed at the front of the stage (stored near storage closet)
 - ☐ 1 small rug behind
 - ☐ 2 two handbells, one on either side
- ☐ Baptismal font (on baptism Sundays)
 - ☐ Wooden stands in storage closet
 - ☐ Bowl and linen in communion cart
- ☐ 1 alms bowl (on fourth Sundays) on the floor near the offering box
- ☐ Offering box in the middle of the auditorium

WORSHIP TRAINING & SOLD SETUP

The items below are found in the storage closet behind the stage in the auditorium (stage right). Most of the supplies are located in the three black storage carts. SOLD curriculum is stored on the shelf in the closet.

SOLD only rooms

- Toddler
- 1st-2nd grade room
- 3rd-5th grade room

- ☐ Cart #1 in the nook near backstage (for communion setup)
- ☐ Cart #2 (curriculum) - unload for each classroom and store in the hallway outside the 2-3s room
- ☐ Cart #3 (tables/chairs) - unload for each classroom and store in the hallway outside the 2-3s room
- ☐ **Check-in area (lobby near restrooms)**
 - ☐ Kiosks and check-in cart
 - ☐ Grey bin labeled "NSP Worship Training"
 - ☐ White table from lobby
 - ☐ Retractable banner stand "Kids" (in small black zipper case)
- ☐ **Nursery**
 - ☐ Big white table on wall next to door (bin stored underneath)

- ☐ White rocking chair and the camping rocking chairs
- ☐ Clear bins labeled "Nursery"
- ☐ Clear bin with changing pad (1)
- ☐ Big gray bin labeled "WT-1"
- ☐ Baby gate
- ☐ Pack 'n Play (1)
- ☐ Walker toys and umbrella strollers
- ☐ Bumbo and bouncy seats
- ☐ 1 clear bin (SOLD only) stored on shelf in closet
- ☐ **3rd-5th grade room (SOLD only - across from nursery)**
 - ☐ Purple curriculum bin (stored on back shelf in closet)
 - ☐ Big sticky pad
 - ☐ 2 big white tables (from lobby)
 - ☐ 16 red chairs (from lobby)
 - ☐ 1 big white table for bins (from room)
- ☐ **1st-2nd grade room (SOLD only - kitchen)**
 - ☐ Purple curriculum bin (stored on back shelf in closet)
- ☐ **Pre-K/Kinder room**
 - ☐ Set out 4 white tables (stored in cart #3—set them up in the PreK/Kinder room **before** taking the cart to the 2-3s room, and collect them afterwards)
 - ☐ Set out 16 chairs (stored in cart #3) around tables
 - ☐ 3 bins labeled "Pre-K/Kinder" or "4-5s"
 - ☐ SOLD ONLY
 - ☐ 1 purple bin stored on back shelf in closet
 - ☐ 1 clear bin stored on back shelf in closet
- ☐ **2-3 year room**
 - ☐ 3 small white tables (stored in cart #3)
 - ☐ NO chairs needed
 - ☐ 4 red rugs
 - ☐ 4 big bins labeled "2-3s class"
 - ☐ 2 small toy boxes labeled "2-3s class"
 - ☐ Baby gate
 - ☐ 1 clear bin (SOLD only) stored on shelf in closet
- ☐ **Nursing moms room**
 - ☐ Changing pad

WAYFINDING SETUP

- ☐ 2 outdoor NSP banners (attached using bungee cords)
 - ☐ 1 to trees near Skillman ([PHOTO](#))
 - ☐ 1 to the parking signs ([PHOTO](#))
- ☐ 1 metal sign (place at the top of the hill just before turning into the parking lot)
- ☐ Indoor banner stand (small black zipper case labeled "Welcome") - placed by bulletin/welcome table
- ☐ Indoor banner stand (small black zipper case labeled "Kids") - placed by check-in table

USHERING

- ☐ Shut the doors to the auditorium when the bells ring
- ☐ Station one usher on the left wing, one on the right wing, and one at the top of the center aisle stairs
- ☐ Instruct latecomers to wait to take their seat until the hymns or passing of the peace
- ☐ Find your own seat after the passing of the peace and sit near an aisle during the service
- ☐ Communion ushering
 - ☐ 1 usher dismisses rows, starting at the top
 - ☐ 1 usher stands near the white gate, directing people to the stage or the front table
 - ☐ 1 usher stands stage left, directing people to the correct on-stage table
 - ☐ Usher takes communion last (with family, if applicable)

TEAR DOWN - Finish by 12:00pm

- ☐ Pack up all supplies for WT, auditorium, and wayfinding
- ☐ Check in with Sound Team to see if they need help with their supplies