

## #7.4

### USHERS

PURPOSE: To provide information for the guidance of ushers.

APPLICATION: This Policy & Procedure applies to all worship service ushers.

#### PROVISIONS:

1. Head Ushers secure and oversee ushers each Sunday of a specified month and specified hour of worship, plus scheduled music programs. They are selected by the Worship Committee.
2. If unable to fulfill their responsibilities the Ushers inform the Head Usher.
3. The Head Usher reports to the Chairperson of the Worship Committee if unable to fulfill his/her responsibilities.
4. Guidelines and checklists describing ushering responsibilities, emergency procedures, and diagrams of the Sanctuary shall be provided to all ushers in time to properly prepare for ushering.

RESPONSIBILITY: The Worship Committee shall be responsible for securing a Head Usher.

USHER'S CHECKLISTS: See the following page.

**HEAD USHER CHECK LIST:**

1. Recruit ushers.
  - a. 4 ushers is the minimum number for 8:00 am service.
  - b. 6 to 8 ushers is the minimum for 10:00 am service; plus 2 to 4 in the balcony, when it is open for use.
2. Give or send usher letter and information to each usher recruited.
3. Call the names of the ushers for the week into the Chapel office no later than Wednesday of each week for inclusion in the Sunday bulletin. (tel. 463-3173).
4. Check name tags and order ones that are needed.
5. Be on duty 30 minutes prior to the service. Check supplies of bulletins, inserts, etc. and distribute.
6. Assign ushers to particular aisle locations. Provide collection plates for each usher. One person should remain in the narthex to greet and assist latecomers.
7. Do not seat latecomers during prayer times.
8. Be prepared to handle emergencies or disturbances.
9. Take an accurate attendance count (count choirs at 10:00 am service only).
10. Reserve back pews against the wall for parking attendants and ushers.
11. Open double glass doors for Pastor following the Benediction. Keep these and all other doors closed as much as possible to conserve air conditioning.
12. Thank your ushers for their faithfulness.

**USHER CHECKLIST:**

1. Call your Head Usher if you are unable to serve.
2. Arrive 30 minutes before the service, check in with Head Usher in the Sacristy (small room at the right rear of sanctuary), get a name tag and aisle assignment.
3. Stand one pew width down into the aisle, give individuals their bulletins, and help them find a seat, as needed.
4. Seat latecomers at any time except during prayers.
5. Be ready to move down the aisle with the offering plates immediately following the start of the Offertory music.
  - a. When the congregation begins to sing the Doxology, the center aisle ushers take the plates to the communion table.
  - b. For communion services and all 8:00 a.m. services the ushers do not take the plates to the communion table.
    - i. Take the plates to the Sacristy and lock them in the cabinet located beneath the counter.
    - ii. The key used to lock this cabinet is on a fob hanging in the cabinet.
    - iii. Following the 10:00 a.m. service give this key to a Counter.
6. Following the Benediction collect all bulletins and papers from the seats.
7. Return nametags to Sacristy and report anything necessary to the Head Usher.
8. In emergency, alert the Head Usher.
9. Automated External Defibrillators (AEDs) are located:
  - a. In the Sanctuary - on the wall near the door at the front of the Sanctuary on the south side (Town Hall side).
  - b. In Silver Hall - on the wall on the north side (opposite Town Hall) of the entrance/foyer.