

Visitors

Pastor asks for visitors and explains procedure for filling out cards

Ushers quickly dispense visitor information

Attendance records

Main auditorium count taken before offering

One usher carrying plates to front should know count; then receive count from junior church; then turn over both to trustees

Offering

All ushers look to center isle for cue to start walk down isles

Once collected, hold plates to carry to front until solo or prayer is completed

After offering

One usher should be on duty in back at all times

Entering service

Hold back people until any prayer, solo, or special items are completed

No one should enter doors near piano and organ after 10:45 A.M.

General order

Inform parents with infants disturbing service (crying, etc.) to use nursery

Help eliminate walking around service

In case of disruption by any person, two ushers quietly but immediately escort him or her out of service.

Emergency procedures

For health reasons, call ambulance; for crime, police; and for fire, fire department. Phone numbers on the back of each badge.

Additional emergency procedures will be discussed at length at later meeting (oxygen use, etc.)

Miscellaneous Procedures

If unable to be present at either Sunday services, contact head usher by Friday evening

Ties and jackets should be worn at all times

Periodic usher meetings will be called by the head usher

Ushering

Psalm 84:10 "I had rather be a doorkeeper in the house of my God."

When Jesus fed the 5,000 he quickly organized the crowd into groups of 50. He then appointed 12 ushers, his disciples, to serve the largest outdoor banquet in history.

Jesus once rebuked the disciples for their discourteous handling of the parents who brought their children to Him to be blessed.

The Importance of Ushering

1. An usher is the first person a stranger sees as he enters the church. It's important to make that first impression a good one.
2. The usher makes the only individual contact of the congregation during the entire service.
 - a. The pastor speaks to the entire congregation, but the usher speaks to the individual.
 - b. A tactful efficient usher makes it easier for the pastor to do his job.
 - c. The usher can make a spiritual contribution to the church. Your attitude is quickly sensed and people will reflect this.

Some Common Sense Things To Do

Seat mothers with children and babies near the door.

Reserve back seats for latecomers.

Check temperature and ventilation.

Keep inside doors closed to noise from foyer.

Note: If you are on the schedule for ushering, please don't be absent without notifying the pastor or head usher.

Steps to Good Ushering

1. Arrive early, at least 15 minutes prior to service or Sunday School.
2. Have a few minutes of prayer among the ushers.
3. As much as possible, seat people near the front, but don't force it on the unwilling. Save rear seats for late comers.
4. Observe and seat old-timers in their favorite pew..makes them feel that you remembered.
5. Each time you come back up the aisle from the front, be sure to watch for vacant seats. It is embarrassing to take someone up front only to find no seat vacant.
6. Whenever you see new parents with a baby or child, inform them of the church nursery or children's church services.
7. Have pens and visitor cards ready, give them one after they are seated...never before.
8. Anticipate the time of the offering and be ready for it. Always walk in step as you walk down the aisle to the front.
9. Remain on duty throughout entire service, sit near the rear.
10. After the message has started, if children leave the service, be sure to hold them or seat them at the rear of sanctuary when they come back. This keeps distraction down and usually helps break the habit for the child.
11. In case of emergency, such as fainting or illness, take person from sanctuary with a minimum of disturbance and if necessary call a doctor. Take full charge, do not wait for the pastor.
12. Practice smiling and being at ease; walk with a sense of self-assurance.
13. Always be in a spirit of prayer during the sermon. Be an unseen power to the pastor as he preaches.