

## USHERING TEAMS

PURPOSE: To provide efficient ushering for all worship services held in the sanctuary including funerals and excluding weddings.

DUTIES:

- To enlist and train ushers for worship service.
- To make certain there are enough ushers present to cover all worship services, and that one serves as captain (in charge overall).
- To be attentive to the needs of the congregation throughout the service and be prepared to assist in any sort of emergency.
- To insure that offering plates are on hand and a team captain or other responsible person takes care of the offering following services.
- To count and record the number of persons present, including choir, all children (including nursery and workers) and ushers at Sunday morning services.

## INSTRUCTIONS ON USHERING

1. Team members will be notified by post card prior to your month of service. Lists are also printed weekly on the Sunday Morning Leaders sheet in the newsletter and bulletin. Any team member who will be unable to serve on a given Sunday must notify his/her team captain as soon as possible before that Sunday.
2. On the Sunday you are to serve, begin the day by praying for the people whom you will be greeting and assisting in the service.
3. Wear a nametag. Permanent ones for ushers are available on a table in the narthex, organized by teams.
4. Ushers should be present at least thirty minutes before the service begins to help seat people and hand out bulletins. For the 8:30 a.m. service make sure lights are on but ones up front are off, as not to compete with the projector. For the 11:00 a.m. service, make sure all lights are turned on in the sanctuary, including the spots on the sides and those under the balcony, and all doors are propped open.
5. Check the bulletin to see if there is a baptism in that service. If so, make sure there is warm, not hot, water in the baptismal font. Also place beside the baptismal font a clear glass pitcher of warm water and a white hand towel. The pitcher can be found in the cabinet in the room in the sanctuary behind the pulpit. The officiating pastor should have a monogrammed towel. If the baptism is in the 8:30 a.m. service, you may need to move a baptismal font into the Fellowship Hall. After the service, please move it back.
6. Some visitors will arrive early. Help them with information about the service as well as the church, such as nursery and rest room locations. Make sure they have a nametag.
7. As an usher, ask if the person has a seating preference. If they respond positively, usher them to the desired area of the sanctuary. If they express no preference, think about where the person might feel most comfortable. If they indicate no need for ushering, respect their wishes and allow them to seat themselves. One guideline is to try not to make newcomers sit alone. Seat them near others who will speak with them.

8. If you have the opportunity, point out or introduce visitors to regular worshippers as well as to the pastors.
9. Some worshippers will arrive at the last minute or even a few minutes late. Make sure there are some ushers at the doors until 15 minutes into the service to help latecomers find a bulletin and seat. If it is a crowded day, you may need to put out more chairs at the 8:30 a.m. service or scan the sanctuary to find seats at the 11:00 a.m. service.
10. Offer a bulletin to all worshippers, including large print ones and children's bulletins. If you are not sure which to offer, you can hold one of each in your hand and say, "Which bulletin would you like? I have regular ones, ones with larger print and ones for children ages 3-6 and ages 7-12."
11. During the service, if you see someone get up and leave, check to see if they need to know where the nursery (if they have a young child) or restrooms are located.
12. During the service, if you wish to have audio from the sanctuary, there are controls for speakers. The church office and narthex controls are on the wall in the office. The welcome center and fellowship hall controls are on the wall by the men's restroom and on the wall by the door going into the fellowship hall. Some of the speakers are not currently working; parts have been ordered.
13. After both services, look through fellowship pads to make sure all sheets have been pulled and placed on the church secretary's desk and pads in the sanctuary are back at the ends of the pews. Pick up any bulletins or trash left in the pews, and return hymnbooks and pew Bibles to the pew racks.
14. Ushers at the 11:00 a.m. service should see that all lights are turned off (including halls, rest rooms, upstairs and downstairs classrooms) and all exterior doors are locked when leaving the church. On the fourth Sunday of every month, Willis Baker, church sexton, is off to attend his church service. Checking lights and doors on this Sunday is especially important.
15. Team captains at both services should count and record attendance. Count EVERYBODY, including ushers, greeters, the choir, musicians, the pastors, the nursery and children in Time for Young Disciples II. The forms to record this may be found in the narthex. After the 11:00 a.m. service, the form can be put on the church secretary's desk in the church office.
16. A designated usher should check before both services to make sure the sound system is turned on. The tape recorder also must be turned on before the 11:00 a.m. service begins. Please also check to see if eight offering plates are up front. The choir should have an offering plate already upstairs. After the 11:00 a.m. service the sound system and the tape recorder must be turned off before leaving the building. There may be a person from the Sound Team on duty. If so, the sound system and recording responsibilities will be covered.
17. There are times when ushers are needed for other than regular services such as Maundy Thursday, Christmas Eve, etc. and occasionally for funerals. Some of the ushers will be requested to serve at these special services as the need arises.

### **PROCEDURES FOR FUNERALS AND OTHER SPECIAL SERVICES**

1. After the service, help pick up bulletins and any trash left in the pews. Return hymnbooks and Bibles to the pew racks.
2. Make sure all lights, including rest rooms and parlor, are turned off.
3. Make sure sound system is turned off.
4. Help replace any furniture that has been moved.
5. If the pulpit hanging has been changed to white, change it back to appropriate color.

### **PROCEDURES FOR RECEIVING OFFERING – 8:30 a.m. Service**

1. The offering plates will be on the shelf in the front of the sanctuary. Please get four plates to use in the 8:30 a.m. service.
2. When the minister announces the offering, and the musician begins playing the offertory, the ushers will come forward and begin passing the plates.
3. As plates are passed from left to right, each usher will take the stack of plates and wait while the usher on the left takes the top plate. The process is then repeated.
4. When all plates have been passed, ushers turn and go to their respective aisles to collect the offering.
5. When the offering has been received and the organist begins the response, two ushers bring the offering forward and stand in front of the communion table for the prayer of thanksgiving. After prayer, turn and proceed out of the fellowship hall. The offering should then be taken and placed in the proper moneybag in the main office.
6. The team captain at the 8:30 a.m. service should take the offering plates and record the change and bills on a Sunday Offerings Form which is in the office on the bookcase by the volunteer desk. The checks and envelopes do not have to be counted. The form needs to be signed by at least two individuals who counted. This form should be placed in the moneybag.
7. Place sheets from the fellowship pads on the church secretary's desk.
8. The team captain for the 11:00 a.m. service will follow the above policy, also using a Sunday Offerings Form, signed by two counters, listing the monies collected from the 11:00 a.m. service. Then all the offerings from both services will be placed in one bank bag. The bank bag must be deposited at the bank and the key returned to the church office as soon as possible. Offering plates must be returned up front in the sanctuary.

### **PROCEDURES FOR RECEIVING OFFERING – 11:00 a.m. Service**

1. The offering plates will be on the shelf in the front of the sanctuary.
2. When the minister announces the offering, and the musician begins playing the offertory, the ushers will come forward and stand in front of the communion table.
3. Usually the minister(s) distribute the plates. If this procedure is not followed due to special circumstances, the usher at the extreme left will obtain the plates from the shelf, and bring them to the ushers.
4. As plates are passed from left to right, each usher will take the stack of plates and wait while the usher on the left takes the top plate. The process is then repeated.
5. When all plates have been passed, ushers turn and go to their respective aisles to collect the offering.
6. When the offering has been received and the organist begins the response, two ushers bring the offering forward and stand in front of the communion table for the prayer of thanksgiving. After prayer, turn and proceed out of the sanctuary. The offering should then be taken and placed in the proper moneybag in the main office.
7. The team captain at the 11:00 a.m. service should also take the offering plates and record the change and bills on the Sunday Offerings Form. The checks and envelopes do not have to be counted. The form needs to be signed by at least two individuals who counted. This form should be placed in the money bag with the money from the 8:30 a.m. service and Sunday school. The bank bag must be deposited at the bank and the key returned to the church office as soon as possible. Offering plates must be returned up front in the sanctuary.
8. Place sheets from the fellowship pads on the church secretary's desk.

## Special Needs

- Umbrellas – are available on the rack on the right wall as you enter the church office workroom. This is the room to the left of the church secretary’s desk.
- Lost and Found – The church Lost and Found box is in a closet in Room B117 in the church basement. There is a sign on the closet door. If something appears to be of significant value, it should be turned in to the church office.
- Monetary Assistance - If a person shows up seeking assistance with a monetary need (money for power bill, tank of gas, groceries, housing, etc.), share that the church does not give out cash. We refer to the service agencies the church supports who are equipped to address those needs. You can get a list to share of those agencies and their numbers from the “Invitation to Discipleship Information” that is available in notebooks on a shelf in the Church Parlor (Room 110) and in the top drawer of the first file cabinet in the History and Heritage Room (Room 133).
- Prayer Concerns and Announcements – Should be shared with the lay leader for the service or one of the pastors.
- Inquiries About Becoming a Christian or Church Membership – Can be referred to the person covering “Invitation to Discipleship” following each service. A person should go to the church parlor following the early service or to room 133 following the second service. Handouts are available in the marked folders in these rooms, and you are encouraged to share them.
- Persons with Disabilities – Please read the attached document, “Information for Ushers and Greeters: On Greeting Persons with Disabilities and Making Them Feel Welcome in Your Congregation.”
- Snow and Ice Removal – If sidewalks should become covered with snow and ice, please assist with removal and help the elderly to their cars.