

**1. Title:**

Usher Procedures

**2. Purpose:**

1. To provide the church's policies and procedures for ushers.

**3. Policy:**

1. The Worship Committee is responsible for this Operations Policy Statement.
2. The Worship Committee is responsible for appointing an Usher Coordinator.
3. The Usher Coordinator is responsible for obtaining Usher Captains for each worship service. The Usher Captains are responsible for obtaining two Lead Ushers for each worship service.
4. Lead Ushers are responsible for obtaining additional ushers as needed at each worship service.

**4. Definitions:**

Lead Usher: appointed by the Usher Captain to perform usher duties for a period of one month for a particular worship service.

Usher Captain: appointed by the Usher Coordinator and responsible for obtaining two Lead Ushers for each worship service.

Usher Coordinator: appointed by the Worship Committee Chairperson with the approval of the Committee and responsible for obtaining Usher Captains for each worship service.

**5. References:**

OPS 08.06 Counting of Offering [in draft for handling of offerings]

**6. Applicability:**

These policies and procedures apply for all worship services which include an offering in the program.

**7. Procedures:**

1. Lead Ushers shall arrive at the church at least thirty minutes before each service.
2. Ushers shall wear an usher name tag that can be obtained at the Welcome Desk in the Narthex or in the bulletin rack.
3. Fifteen minutes before the service, one usher should light the candles. The candle lighter can be found in the fire extinguisher cabinet at the rear of the Sanctuary near the Sound Booth.
4. Each Lead Usher shall take position at one of the doors and begin giving out bulletins. Occasionally, you may also be required to hand out special items (e.g. flowers on Mother's Day).
5. Close the back doors as the service begins and watch for visitors or late arrivals. Help late comers find seating.
6. Remain at the back of the Sanctuary during the service in one of the two chairs provided. Be available for emergencies and people needing special assistance.
7. Sometime during the middle of the service, one usher should do a security walk of the building. If someone enters the church and becomes aggressive or threatening in any way, call 911.
8. A minimum of four ushers are required to take the offering depending on the number in attendance. Each of the two Lead ushers will ask congregation members to help with the offering. At the 9:00 a.m. service, it may be necessary for each Lead Usher to ask three members of the congregation to help with the offering (total of 8). After collection, combine the offering into two plates and separate the prayer cards from the offering. Both Lead Ushers will take the offering to the Communion table, hand the prayer cards to the pastor, and return to the rear of the Sanctuary. There is an exception to the above offering instructions. The first Sunday of each month is Communion Sunday. The offering remains

at the back of the Sanctuary on that Sunday, but the prayer cards should be delivered to the Pastor(s).

9. Count attendance during the service and record the attendance on the small sheet of paper located near the bulletins at the rear of the sanctuary. Be certain to add attendees who arrive after attendance is recorded. You should also count those in the Chancel area which includes the choir, organist, musicians, and the pastors.
10. Open the doors during the Benediction.
11. As soon as the Benediction ends, one usher should take the snuffer to the Communion table, snuff the first candle, light the snuffer from the second candle, and then snuff the second candle. After snuffing the candles, return to the back of the sanctuary with the lighted snuffer held in a high upright position symbolizing carrying the light out of the church. Extinguish the flame and return the snuffer to its holder in the back of the church.
12. Pastors will follow and exit the Sanctuary.
13. Lead Ushers shall remain at the back to take up bulletins. When everyone has exited, ushers shall check the pews for Communion cups, trash, and bulletins.
14. Lead Ushers shall assure that the offering has been secured by a church teller before departing the sanctuary.

Notes: Ushers are responsible for handling any emergency that might arise during a service. If someone is in trouble, go to the scene and offer assistance. You may call 911 if it is deemed necessary. Usually, there is a doctor or nurse in the service to help. Use your best judgment in determining a course of action. A wheelchair is located at the Welcome Center in the Narthex. A cardiac resuscitation unit is located on the wall in the Sound Booth and another one is located near the outside door leading to the gym.

**8. Review Schedule:** The Worship Committee shall review this OPS triennially for determining any need of revision(s).

**9. Approval:** Session approved this OPS on the above Effective Date..