



# Latrobe Presbyterian Church Ushering Manual



## Annual Responsibilities of Team Captains

- 1) Contact all members of your team to get a re-commitment for the new year.
- 2) Add new members to your team, as required. (6 members minimum, 8 preferred).
- 3) Provide church office with list of all team members.
- 4) Captains of youth teams, if seniors in high school, are to obtain replacement Captains for the coming year. New Captains are to assume responsibility September 1.
- 5) Review ushering procedures with team.
- 6) Provide new members of your team with a copy of the Ushers Manual and review its contents.

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## Introduction

### Ushering as a Ministry of Hospitality



We are a community which gathers to worship God. We are called us to use God's gifts for the participation of all offering God praise.

Among these gifts are hospitality by which we lovingly share the welcome of Christ with both neighbors and strangers. To be an usher is to be called to such a ministry. Ushering is not a job but a ministry that provides a gracious welcome to all. This ministry deserves the same reverence and care given all the church's ministries.

An usher represents the whole church in conveying its hospitality. Such a welcome regards each person as someone God has called to worship. Therefore, to welcome the stranger is to welcome God guest.



This pamphlet contains important a checklist summary, general information and a detailed listing of responsibilities of Ushers and Team Captains. It does not replace training session offered for all ushers periodically. Ushers are encouraged to take CPR/AED classes when offered so they may use the AED equipment at our buildings.

### Usher Responsibility Checklist

- ✓ Be sure at least 4 ushers are present
- ✓ Record number in attendance, including choir and ministers
- ✓ Observe location of doctors in case their assistance is needed
- ✓ Coordinate with the elder who is greeting regarding the securing of the offering after the service
- ✓ Be sure all ushers are aware of the location of the first aid kit and equipment in the library
- ✓ Phones located in Craig Room, Library, and church office
- ✓ Be sure to collect prayer and concern cards during announcements

- 7) Designate two ushers to inform and assist nursery groups to evacuate church, as required in event of an emergency.
- 8) After the offering has been collected and before the team processes to the front of the Sanctuary, signal the Organist from the rear Sanctuary control panel (Main Street).
- 9) Get instruction from Minister as to the disposition of offering on special service days.
- 10) If ushering during a Communion Service, safeguard the offering until it is secured in the Church Office.
- 11) Ensure that all members of your team have returned pocket liners or corsages to the boxes on the coat rack at the back of the Main Street Chapel.
- 12) Carry matches, if ushering during a candlelight service, light all candles before the service begins, observe and extinguish candles as required or at the end of the service. Extra matches are located in the boxes on the coat rack at the back of Main Street Chapel.
- 13) Complete attendance card and turn in at Church Office after the service. At Unity, place the card with the offering. Count all people in the sanctuary, including children, ministers, and choirs.
- 14) Inspect all Pocket Liners and Corsages and alert Chairperson and alert Chairperson of Worship and Music if in need of repair or replacement.
- 15) Inspect oxygen bottles in the Church Library and alert Church Staff if in need of refill.
- 16) Check location of wheel chair, blood pressure sleeve, and emergency kits prior to services at Main Street and Unity.

## Sunday Responsibilities of Team Captains



- 1) Contact all team members and remind them of ushering obligation(s) for the coming week.
- 2) Check Paraments on the lectern to determine appropriate liturgical pocket liner color and secure same color liners or corsages for your team members from the boxes on the coat racks at the rear of Main Street Chapel.
- 3) Fill last minute vacancies on your team, as required, from among members of the congregation. At least four ushers are required for Main Street Services and three are need at Unity Chapel.
- 4) Position ushers on your team as follows:
  - a) Main Street
    - X One usher inside each Narthex doorway leading into the Sanctuary (two ushers)
    - X Two ushers in the rear of the Sanctuary
    - X Other ushers should be within the Sanctuary to assist members of the congregation and guests
  - b) Unity Chapel
    - X One usher on each side of the Narthex doorway leading into the Chapel (two ushers)
    - X Other ushers are to assist members of the congregation and guests.
- 5) Designate one usher to remain in the Main Street Narthex until the conclusion of the first hymn to usher in latecomers.
- 6) Designate the same usher to be responsible for posting him/herself at curb in front of the Church to direct medics, police, and/or firefighters to people in need, as required.

## Important Information

- 1) Nearest telephone (911 for ambulance, police or fire department)
  - a. Main Street – Library off side hall or Office
  - b. Unity Chapel – by front door in Narthex
- 2) Emergency medical equipment locations
  - a. Main Street – Library
    - i. AED back rear door on pulpit side.
  - b. Unity Chapel- Shelf outside Men's Room.
    - i. AED located outside Men's Room
- 3) Ushering teams are required to perform ushering duties at all Main Street Services and all Unity Chapel Services.
- 4) Ushering teams are responsible for all services for a calendar week beginning Sunday through Saturday at Main Street and Unity, (except funerals). For example, the team ushering on Passion/Palm Sunday, would usher at all services that week.
- 5) In the event members of a dissident group attempt to disturb a service, ushers are to permit such members to express their views, and only upon direction from the minister, phone the local police for assistance. In no event are ushers to attempt to physically remove dissident group members from the Church.
- 6) When ushering during Communion Services, do not process to the front of the Sanctuary after receiving the offering. But this should be verified with the minister before the service.
- 7) In the event the Church is to be evacuated during a service, assist congregation in evacuating through the nearest/most safe exits.
- 8) The first usher to assist someone in the congregation (under directions from a certified medical practitioner) who loses consciousness, note time, and, if available, have a family member accompany patient to hospital.
- 9) In case of fire the elevator must not be used.

## Sunday Responsibilities of Ushers

- 1) Report for duty at least thirty minutes (30) before the start of the service, neatly dressed, well groomed, without chewing gum or candy.
- 2) Place appropriate Pocket Liner into jacket pocket or pin on corsage as provided. Match color of Paraments located on the lectern.
- 3) Position yourself as directed by your team captain.
- 4) Welcome strangers to our House of Worship.
- 5) Distribute church bulletins and other related materials.
- 6) Point out Worship Kits to young children, especially visitors.
- 7) Large print hymnals and bulletins are available on the table near the back side entrance to the Sanctuary.
- 8) Hearing aids can be found in the drawer of table located in the Narthex by the front door. Distribute and demonstrate use of these as required.
- 9) Collect hearing aids at the conclusion of the service. Be certain hearing aids are turned off, check batteries to be assured they are functional, and return to drawer.
- 10) Usher/assist congregation and guests to pews or chairs.
- 11) Receive blue prayer cards from congregation during the announcements.
- 12) Close Narthex and Chapel doors during the Prelude at Main Street Services.
- 13) Remain within the Chapel (Main Street Services) or Narthex (Unity Chapel Services) until the service is completed. Do not wander around the Church or sit in the Library.
- 14) Remain observant during the services of any needs, such as dripping candles that should be extinguished, young children heading to the rest room, people with health problems, etc.

- 15) Observe where physicians sit during service and summon to render assistance, as required.
- 16) Do not attempt to perform any type of medical service except on instruction of a certified medical practitioner or as you are trained.
- 17) Receive the offering at the designated time in the service.
  1. After passing the offering plates, signal the organist that the offering is received by turning on the light switch by the outside door on pulpit side of the church.
  2. Place the offering plates on stand in front of Church during the Doxology. (Main Street) Turn off light switch.
- 18) Open Narthex and Chapel Doors after the Benediction (Main Street Services).
- 19) Return Pocket Liner or Corsage to the boxes located at the rear of Main Street Chapel on coat racks.

