

First Mennonite Church Usher Guidelines

“The invitation to receive Christ begins at the door...”

Church Ushers:

- Are very important positions in the Church and portray the image of the Church
- Are the first people to shake hands with members, newcomers, visitors, old timers, the lonely, the depressed, those running away or those looking for refuge
- Should make people feel that they are welcome and that our church is a warm and friendly place to be
- Are dependable. If you are not available on your scheduled day, be sure to find someone to fill in for you
- Are warm and friendly. This is a gift that is meant to be given away
- Have a friendly handshake
- Smile, it's contagious
- Remember, a visitor's decision to return to our church is heavily influenced by their initial few minutes after arrival in our foyer. The service that you provide as ushers is one of the most important.
- Arrive at the church 30 minutes before the regular service

Church Service Schedule:

Regular Hours	Sunday School	10:00 AM
	Regular Service	11:00 AM

Before the Service:

- Be at the church 30 minutes before regular service
- Unlock all doors
- Turn on lights in foyer and sanctuary
- Fold announcements and bulletins
- Deal with any emergencies (e.g. furnace out, clean up unexpected messes, etc.)
- Sweep up flies from the floor and pews in the balcony
- Ensure collection baskets are in place at the front of the sanctuary
- Wear your usher badge
- Greet people as they arrive and hand them a bulletin
- Seek out newcomers and visitors, introduce yourself, hand them a Welcome Visitor Card (available on the foyer desk) and ask them to fill it out and put it in the collection plate
- Ask newcomers and visitors if they would like to be introduced to the congregation (by you).
- Ask newcomers and visitors to sign our guest book
- Encourage newcomers and visitors to join in coffee or potluck after the service, when applicable
- If a person(s) arrive prior to the regular service, you can suggest they attend one of the Adult Sunday School classes
- Assist people with seating when appropriate
- Usher people through both rear sanctuary doors (not just centre door)
- Keep special seating areas at the back of the sanctuary free for families with small children
- Know how to use the elevator
- Know the seating capacity and floor plan of the church
- Close the rear sanctuary doors when service is supposed to start

During the Service:

- After the service begins and activity ceases in the foyer, lock all the outside doors except the main door in the foyer. This will allow the ushers to see all visitors coming into the building and will eliminate unwanted visitors from entering in other doors and getting into other parts of the church.

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- Be alert to latecomers arriving or people leaving the sanctuary. One usher should remain in the foyer to greet any one arriving late.
- Please ensure that people do not enter the sanctuary when:
 - Prayer is in progress
 - Special music is in progress
 - Spirit prompted message is being given
 - Pastor is giving sermon
- Open and close the doors to the sanctuary for people coming in or leaving. A slammed door can be distracting during the service. You may be called upon to handle microphones when congregation is asked to share.

Offering:

- Check the bulletin for the time of the offering.
- Be prepared for the Worship Leader to call you forward.
- Proceed up the centre aisle to one step forward of the front pew and wait for the offertory prayer.
- After taking the offering, give the basket contents to the Counter. You may be asked to assist the Counter with the offering after the service. The Counter will do the bank deposit.

After the Service:

- Put the leftover bulletins in the plastic holder on the shelf across from the usher counter
- Return the collection baskets to the front of the sanctuary
- Turn off the lights in the sanctuary and foyer
- Lock all outside doors
- Remember to put your badge away

Emergencies:

- Be aware and alert at all times of anything that may require your attention. If there is an emergency, assess the problem as quickly as possible and request another usher to get help.

Miscellaneous

- Any items found in the Church can be dropped off in the Church office.
- Introduce visitors to the Pastor or Church Administrator if they want to know more information about our Church.

Thank you for your willingness to serve First Mennonite Church in this capacity.

The Congregational Life Ministry