

Ushering Team Captain Ministry Guidelines (Updated February 16, 2010)

Thank you for your willingness to participate in this ministry. **If you are unable to serve on an assigned date, please exchange dates with another person on the schedule.**

Instructions for Ushering Team Captains (Please note that the former "Deacon on Duty" responsibilities are now those of the Ushering Team Captain.)

_____ Contact members of your ushering team prior to the service to remind them that they are scheduled to usher.

_____ Report for duty at least 30 minutes prior to the beginning of the service.

_____ Ensure that the pulpit microphone and wireless microphone are in place and the hearing assistance systems are out with batteries tested.

_____ Gather bulletins, large-print bulletins, and inserts (if applicable) from the church office. Assemble bulletins, if necessary.

_____ Open sanctuary doors.

_____ Turn on all lights.

_____ Turn on the amplifier in the sanctuary closet. Set volume dials for pulpit and auxiliary microphones on Level 2.

_____ Connect pulpit and auxiliary microphones if any, and turn them on. Test for volume level. Test wireless microphones for level.

_____ Light candles. (Matches and lighters are in the closet.)

_____ Get friendship pads from the ushers' closet and place them in four stacks on the table at the rear of the sanctuary. Ensure that each pad has blank sheets and a pencil.

_____ Get usher and greeter lapel badges from the ushers' closet and distribute them to greeters and ushers.

_____ Assign ushers to the rear of each aisle to distribute bulletins. (Remind ushers not to stand at the back door to distribute bulletins, for this creates a bottleneck at the entrance to the sanctuary.)

_____ If additional seating is needed, supervise the setting up of chairs from the choir room and fellowship hall.

_____ Shortly before the Moment with the Children, go to the nursery and have these children brought to the sanctuary for this portion of the service.

_____ Obtain an Attendance Report slip from the top drawer of the file cabinet closest to the mail slot in the church office.

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_____Count the number of worshippers in the sanctuary during the Moment with the Children (include children in your count) and before the sermon begins. Count also the number of adults and the number of children remaining in the nursery.

_____Record these figures on the Attendance Report and place it on the administrative assistant's desk in the church office. Tape the report to the desk so it doesn't get lost.

_____After the Prayer of Thanksgiving, ask another usher to accompany you and the offering to the church office. Retrieve the bank bag from the top drawer of the file cabinet next to the mail slot. Place in the bag the offering and any additional funds you find in the file cabinet. Lock the bank bag and secure it in the safe located in the four-drawer file cabinet in the Church School office. The keys to the bank bag and the safe will be made known to you. [We are still working on a set of keys for the Ushering Team Captain.]

_____Return the offering plates to the ushers' closet.

_____Open the main doors to the sanctuary as the service ends.

_____Supervise the removal of additional chairs from the sanctuary during the last hymn. (Let worshippers know you are removing their chairs as you do so.)

_____Collect and return ushers' badges to the ushering closet.

_____Put used bulletins in the church office trash can.

_____Turn off the sound system, blow out all candles, turn off lights in the sanctuary and closets, close the sanctuary doors and ensure all hearing assistance systems are put away.

_____Make sure all exterior doors are locked. If after-church groups remain in the building, make contact with each group's leader and inform them you are locking the doors. If for any reason a group leader needs you to leave a door unlocked, that group leader is responsible for locking the door when he/she leaves.

If you have questions about your responsibilities, please contact the Greeting and Ushering team lead, Dale Pennell, at 303-7762.