

# FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

## Policies Manual

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Yearly Elected Committee Members	Date of Review/ Revision: 12/10/2017	Level of Revision: 4

### I. Purpose

To serve as an Usher is more than an honor; it is a ministry that honors God.

Hebrew 13:2 – “Do not forget to entertain strangers, for by so doing some people have entertained angels without knowing it.”

Ushers will be of service to the congregational members and guest before, during and after services and to assist in maintaining a worshipful atmosphere in the church.

### II. Definitions

Usher – members of Flat Springs Baptist Church selected by the Nominating Committee and approved by the church members. They assist leaders and participants before, during and following scheduled church services.

### III. Procedure

Committee members to serve from September 1 through August 31 of each church year.

Preferably, those serving as ushers should wear a coat and tie or jacket for women serving, along with an usher’s badge. The church will provide the usher’s badge.

Ushering schedule is set up by month – 4 ushers assigned each month - for the entire year. Each usher is given a schedule and one is located in the foyer cabinet. The “Head Usher” should be at the door handing out bulletins, while others are greeting and seating those in need. Make sure offering plates are located on the Lord’s Table down front of the sanctuary before the service ever starts.

Once the offertory hymn starts the Ushers should prepare to go down front. Music Director will direct ushers to proceed to the altar, two by two. Everyone by now should know which side they are going to. Once at the altar, ushers should line up in a single file line, left to right.

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### III. Procedure - Continued

After the Head Usher says the prayer, split up (Ushers furthest outside take the outside rows, the one's on the inside take the inside row). Now begin passing the offertory plates until you meet in the foyer. Be careful to watch your partner so that all rows are done.

Once you meet in the foyer, the offering and head count from upstairs is usually waiting for you. Combine it with the others, when appropriate walk back to the altar as a group, two by two. The two front ushers should place their plates down, turn and collect plates from the two back ushers and place them on the Lord's Table. Picking up all plates the Head Usher and other usher in front will proceed out the side door by the organ. These ushers will proceed to the Fellowship Hall to collect offerings and then take all offerings to the counting office, located usually in the Library, to be counted by waiting finance member and deacon representative. Head Usher should then continue his/her head count and return to sanctuary along with other ushers. The two back ushers will proceed to foyer, shutting all doors and returning to their seats.

### IV. Responsibilities

1. Ushers should "check in" with the "Head Usher" or "Usher of the Month" (usually at the main entrance) prior to the service to see if any assistance will be needed.
2. Greet the people both before and after services.
3. Hand out bulletins and/or other materials. Ensure there are plenty of those materials located by the front entrances and by piano and organ.
4. Seat those entering the sanctuary before and during services if assistance is needed. (If possible, no one should be seated during the call to worship, scripture reading, prayer, or special music. (Seat any people coming in late after any of the above is finished.)
5. Provide information about our church services, programs and facilities.
6. Organize group to receive offering.

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7. Head Usher should take head count of entire sanctuary, including balcony, choir and pastoral staff prior to taking up offering. Following the offering, head usher should complete a round about the church grounds and empty rooms/buildings, then proceed to take a head count in the nursery and children's church and fellowship hall. This information is recorded on the slips found in the cabinet in the front foyer and should be left in the Sunday School Attendance Office. Ushers should return to the sanctuary.
8. Be alert to needs of persons during the service.
9. Help maintain order during the services in downstairs and balcony.
10. Ensure that the three (3) thermostats in the sanctuary are adjusted to ensure comfort during the service.
11. It is suggested that ushers who have cellular phones carry it with them. In case of a medical, fire or law enforcement emergency, the closest phone is located behind the sanctuary in the Sunday School Attendance Office. Having a cell phone with you could save precious minutes in an emergency.
12. Alert yourself to where all fire extinguishers are in case of fire.
13. Any problems or questions encountered before or during the service, you should contact the preacher, or a Deacon.
14. At the end of the sermon head usher should be prepared to open the double inside doors for the pastor after the pastor's closing prayer (keep doors closed until pastor starts walking to the back) and also open and secure the outside doors as well. Once the pastor is through to the foyer then take any walkers to appropriate people in the sanctuary.
15. Head Usher should provide usher coverage for events held at night in Sanctuary (ex. Programs – Christmas/Easter/Revival)
16. Head Usher should make certain Sanctuary is orderly before and after service.

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V. Related Documents

VI. Supersedes Document

### Review/Revisions

<u>Revision Level</u>	<u>Review/Revision</u>	<u>Review/Revision Made By</u>
0	Original	
1	6/9/2013	Usher Committee
2	9/20/15	Usher Committee
3	12/13/2015	UC – Reviewed & Revised
4	12/10/2017	UC – Reviewed & Revised