

USHER CAPTAINS GENERAL INFORMATION

RECRUITING USHERS AND GREETERS

Ushering and greeting create special opportunities for many church members to participate in worship. Captains are encouraged to recruit families (including children) and special groups (Sunday School classes, Confirmands, Community Connections groups, youth, etc.) Gender and generation representation should also be a consideration. Time And Talent Surveys are available by calling the church office. A list of those members who have most recently served as well as guidelines for ushering and greeting are available on the church website (www.secondpreslr.org). Members who have not signed a Time And Talent form may also enjoy serving as ushers and greeters and are often just waiting to be invited. Asking new members to usher is a good way to encourage them to become involved in the life of the church and provides them an opportunity to meet other members.

The names of ushers and greeters should be furnished to Pet Hollender by **noon Wednesday** for the following Sunday worship services. Pet may be emailed at pethollender@secondpreslr.org or by calling the church at 227-0000, extension 224. Listing names in the bulletin is another way for us to better know one another.

During your recruiting, please listen for Pastoral Care concerns such as illness or other needs. Please be sure to report special needs to one of the ministers.

USHER POSITIONS

- Narthex – Greeter Units
- Inside Center Doors – Two Ushers
- Left Aisle Doors – Two Ushers
- Right Aisle Doors – Two Ushers

OFFERING

- Assemble at the rear of the Sanctuary or as directed by the usher captain (usually during the hymn following the sermon)
- Move forward as soon as the minister calls for the offering and immediately begin passing the offering plates without delay
- Reassemble at rear of Sanctuary when offering collection is completed
- Return down center aisle in pairs to present offering when the Doxology music begins
- Immediately following the end (Amen) of the Prayer of Dedication, return to rear of Sanctuary as the minister continues with Invitation to Membership
- Carry offering plates into the Narthex to place collection into bank deposit bag (avoid unnecessary noise in the rear of the Sanctuary)
- Place bank deposit bag in deposit slot near church office entrance
- During benediction open all doors to the Narthex

GENERAL INFORMATION

Ushers and greeters should be encouraged to meet people enthusiastically and warmly. Ushers should be aware of and helpful to those in need of finding a seat and are encouraged to walk the aisles to spot open seating. When possible, ushers should **direct people to fill open seats toward the front of the Sanctuary. It is always preferable to fill open pews before using any folding chairs.** If chairs are required, be sure to furnish hymnals and make certain friendship folders are passed in the chair seating. Two folders are available in the usher file folder.

Special Assistance - **Large print bulletins** are available on the table at the back of the Sanctuary; **hearing assistance devices** are available on the table on the north side at the back of the Sanctuary. Instructions for hearing assistance devices are in the table drawer along with alcohol rubs. When hearing devices are not in use they should be placed on appropriate charger to insure that batteries will be re-charged for the next service. **Large print hymnals** are located in the bookrack at the back of the Sanctuary. **Wheelchairs** are located in the closet by the north entrance.

Acolytes participate in most of the 11:00 services. Britton Varn is responsible for notifying the Usher Coordinators when there will not be acolytes, however, usher captains for the 11:00 service should be prepared to light the Communion Table candles if there are no acolytes. Generally, there are no acolytes in July and August for the summer schedule 10:00 services.

A captain (or experienced leader asked to serve as an alternate) should be present for each service and is encouraged to sit near the back of the Sanctuary during the service to handle any last minute arrivals, problems or emergencies.

EMERGENCIES

SUSPECTED LIFE-THREATENING SITUATIONS

Example: Sudden collapse, loss of consciousness or seizure

1. Usher should proceed immediately to the person to help assess the circumstances.
2. If the Usher or other qualified person feels the person in distress IS in a life-threatening situation:
 - a. Send someone to call 911.
 - b. Furnish clear, concise details about location and symptoms of person in distress.
 - c. Wait until the 911 operator hangs up.
 - d. Advise the patient that medical help is en route.
 - e. Have someone wait outside for arrival of the medical response team.
3. Go to the worship leader and advise what is happening. The worship leader will make any appropriate announcements or recommend actions to the congregation.
4. Continue to make the patient as comfortable as possible and assist medical personnel who may be present in the congregation.

MINOR EMERGENCIES-NON LIFE-THREATENING

Example: Minor injuries, falls, faints, self-diagnosed such as headaches, GI distress)

1. Usher should assist in making the affected person comfortable and ask if medical assistance or family should be called for assistance.
2. Assure safe transportation home or to a medical facility.
3. A wheelchair should be brought to assist in moving the person from the Sanctuary, if necessary.

FIRST AID SUPPLIES. Located in the work room upper cabinets (3rd double doors from right)

FIRE EXTINGUISHERS. Each of the four (4) corner Sanctuary doors and one in the Balcony.