

# GUIDELINES FOR USHER TEAMS

(See other side for usher schedule)

- **Mark your calendar for the dates you are scheduled to serve. If you are not able to serve as scheduled, please arrange for an alternate or trade dates with another usher. Please be available at, and for the duration of, your scheduled duty time. Duty times are as follows:**

<b>First Service</b>	<b>8:40A – 10:15A</b>
<b>Second Service</b>	<b>10:15A – 11:45A</b>

**Due to the 15 minute transition time between each service, it is important that we be in position on time. Your consideration is appreciated.**

- Ushers wear an usher lanyard available in the basket of worship folders in addition to a nametag available at the nametag table.
- Greet people and hand out worship folders.
- **Be aware of and direct people to available seating.**
- **Do not seat people during time of prayer or special music.**
- Assist with attendance count as directed by your Lead Usher.
- Remain near your assigned section; be alert during the service and available to assist as needed.
- **As the service is ending, please position yourself to open the Worship Center doors for your assigned section.**

## LEAD USHER RESPONSIBILITIES

- Make a reminder phone call to the Ushers on your team scheduled for that Sunday.
- Be on time.
- Worship folders are available at three locations in the Worship Center, center back and the first set of double doors either side of the center back.
- Assign Usher responsibility for doors and seating in each section.
- Approximately 5 minutes after the service starts, close all Worship Center doors. This helps limit the distraction from noise in the hallways.
- **Direct people to available seating.**
- Coordinate attendance count with Usher team. **Tech Booth and Worship Team should be included in ONLY IN THE FIRST SERVICE COUNT.** Record the count on the colored slip provided with the worship folders at the center back location.
- **Remain at the back of the Worship Center; be alert during the service and be available as needed. As security precaution, periodically check foyer and hallways.**

**Thanks for your willingness to serve in this important Ministry!**