

Usher Guidelines/Checklist

1. Open in prayer with the ushering team, designate a person to act as the team leader for the day. The team leader then helps assign roles and responsibilities with the team and walks the team through this list.
2. Perform a quick “Pre-job/serving” brief, discuss roles, potential issues, current weather implications (how it may effect your duties and the people attending service). Who is doing what? Is today communion day, if so, is the communion prepared? Who is helping with communion and what is their role? Etc.
3. Put your name tag on, (remember this is not for you or the team it is for new comers and people who may not know your name) This makes people feel more comfortable while conversing with you.
4. Check bathrooms, make sure they are habitable and have sufficient supplies, for example; paper towels, toilet paper, hand soap, air freshener, etc. Take necessary action to clean any unacceptable areas and replenish any items that are low or have ran out.
5. Make sure sanctuary is orderly and clean, (does not need to be spotless) arrange chairs and clean up as needed to make it feel “Welcoming” for the body.
6. Check classrooms for cleanliness and supplies such as water, cups, snacks etc. Clean up as necessary and restock supplies as needed.
7. If this checklist is being reviewed during winter months please perform the following checks;
 - a. Is there ice on any walkways around the building? Add deicer, early to allow sufficient time to melt.
 - b. Is the parking lot slippery or snowy? Assign “Helper Ushers” to guide people across the parking lot and help in any way possible. Such as, assisting elderly arm in arm, helping mothers with kids, diaper bags, food, etc. Clearing snow as needed to help provide a safe walkway, in the case where snow is falling excessively. Try to use able bodied male helpers for these duties.
 - c. Check classroom heaters, make sure they are turned on early so the classroom is warm and habitable for the kids.
8. Check in with the bulletin team, see if you can help with printing, stuffing inserts, folding etc.
9. Check in with Pastor Travis, Jeremy Olson or Charity Kauffman to see if you can provide assistance with anything.
10. Assign a team member to seat people, our sanctuary can fill up fast! Think ahead and ask “Early-comers” to make room for the people behind them by moving to the front and towards the walls. As the sanctuary fills up it may be necessary to re-arrange people again, providing room for “Late-comers”. We don't want “New-comers” to feel like there is no room for them in our body, please be sensitive to this, and prioritize seating them.
11. Assign one team member to stay in the back of the sanctuary during service and “Watch” over the body, and to be sensitive of peoples needs. This may require asking people to step outside if they are causing commotion, reminding mothers with babies about our nursing mothers room. Assisting teachers with trouble kids, notifying parents of their child's disruption. Etc. With these things in mind, this position should be filled by someone who is willing and volunteers to do it. If none of the team members feel comfortable with this position, it is necessary to inform Jordan Breshears, Dave Colton, Steve Lytle or Pastor Travis, immediately, so this position can be filled prior to the service starting.
12. Assign one team member to make themselves known and available to the teachers prior to service, also committing to turn their cell phone on (Vibrate Mode) during service to be “On call” for the teachers. This assignment may fit nicely for the person who elects to be the “Watch” usher.
13. Assign two team members to greet, shake hands and welcome the body. Also one usher should offer to assist parents with children to their classrooms.
14. Always be on the “Lookout” for ways to help the body. Good “Gap fillers” are always a blessing.
15. If this checklist is being reviewed during “Warm” months please perform the following checks:
 - a. Open windows in sanctuary,
 - b. Turn on fans in sanctuary and classrooms to help keep them cool.
 - c. Turn on air conditioners (ACs) as needed to keep sanctuary and classrooms

comfortable.

d. Be aware of this while seating people as window areas and ACs may be too cold for some people.

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