



GBC Usher Process - 2022-02-27

The Role of the Usher

“It is the Lord Christ whom you serve.” - Col 3:24b

The heart of an usher is the heart of a servant to Christ. The role of an usher is to shepherd the congregation, not spiritually but physically; therefore, ushers will be watching over the flock before and during worship services. This includes greeting people, assisting with seating, helping with special needs, answering questions, collecting the offertory, maintaining order, augmenting the security team, and assisting during emergencies.

Regardless of the assigned position each week, all ushers should focus their attention on showing hospitality to members, regular attenders, and visitors, additionally be mindful and observant with an eye for safety and security. Remember we are serving God’s church *“So, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience;” - Col 3:12*

Requirements

“Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” - Col 3:17

Dress - Ushers are usually the very first people our visitors encounter when they attend Grace Bible Church. The duties they fulfill are important to the church and should be held in high esteem. Therefore, we ask that everyone would **please wear slacks and a button-up shirt** on the mornings they will be serving as an Usher. (Khakis are ok. Jacket and/or tie is encouraged but optional)

Background Check - Ushers will be subject to background checks. Please look for this email from Brenton Froese.

Usher Pre-Service Meeting

Scheduled ushers will meet at **10:00 am** in **room 102** in the back of the worship room for a brief meeting to review assignments, discuss any questions, and to pray. Between 10:05–10:10 am, the ushers will assume their positions. **They will remain in their respective areas until after the 4th hymn has been sung and the sermon ready to begin.**

General Duties

“Conduct yourselves with wisdom toward outsiders, making the most of the opportunity. Let your speech always be with grace, as though seasoned with salt, so that you will know how you should respond to each person.” - Col 4:5-6

The general duties of an usher are to greet people, answer questions, provide directions on the campus (e.g. restrooms, nursery, classrooms,...), assist with any needed setup / logistics, maintain order, conduct the offertory, assist with security, and assist with emergencies. Monitor when restrooms are occupied, and redirect to other available restrooms.

Seating

“shepherd the flock of God among you” - 1 Pet 5:2

As the Lord grows GBC, seating will become more and more important. Ushers take an active role in shepherding the attendees, especially when they are new to GBC. After service starts, **please escort new arrivals to the row** they are being directed to. This may require that individuals already seated are asked to move in or to another row. The back rows of the church should be the last resort until the front of the church has been filled. When the service has started please be aware of empty seats in your section so we can quickly usher late families without disruption. Use discretion, the front row is not a good place to seat a family after service has started. **During Prayer or Scripture Reading the back door should remain closed and there should be no traffic in during that time.** Use discernment and discretion for special circumstances.



Offertory Collection

The Offertory is when Ushers are most visible as servants of the church. We want the Offertory to be a smooth and efficient event. The Oversight Usher will provide trays to the Ushers before the announcements. The Offertory takes place right after the announcements and the ushers will proceed forward together at the beginning of the LAST announcement.

- Each usher will have an offering plate.
- When the announcements are finished, each usher will pass their plate **toward the middle aisle** of the sanctuary.
- The middle usher (**Usher #3**) will pass their plate to whichever side has more people (not the first row). Use discretion as to where you will pass the extra plate.
- **Usher #1** will have less rows to pass the plate through. **Keep in sync with Usher #2** as you move up the aisle, so that when you pass the plate, an usher will be there to receive it.

Once the offertory has been collected, the **Oversight Usher** and **Usher #2** will place the offertory in the safe; there must be two Ushers present during this process. **After the Offertory, please return to your position until after the 4th hymn has been sung and the sermon is about to begin.**

During/After

- When the “Call to Worship” countdown timer starts (you will usually hear the piano play), encourage people in the foyer to make their way to their seats (quietly)
- When the countdown timer runs out, **Usher #1** will close the double doors and place signs out to guide everyone to the back door.
- There are 5 times there are **Prayers or Scripture Readings**. 1) Opening Prayer, 2) Scripture Reading, 3) Pastoral Prayer, 4) Sermon Closing Prayer, and 5) Service Closing Prayer. **The back door should remain closed and there should be no traffic in during that time.** Use discretion for special circumstances
- During the sermon, **Usher #2** will stay at the back door to be overwatch, and will open the back door for anyone entering or exiting to minimize distractions.
- Once the service is over, **Usher #1** will open the double doors.
- When service is over, all ushers will stand by exit doors of the worship hall and meet/greet people and thank them for attending.

Emergencies

In the event of a medical emergency, Ushers are responsible to assist the individual out of the sanctuary (medical condition permitting).

- Usher #1 should be ready to call 911 and then greet the Ambulance at the road when it arrives.
- Any other disruption should be removed from the sanctuary as soon, and as quietly, as possible.
- In the case of a belligerent individual at least 2–3 ushers will detain the individual in one of the classrooms until emergency services arrive.
- In the case of a reportable crime (drunk driving, sexual assault, etc.) – CALL 911 IMMEDIATELY – offending party will be detained, by at least 2–3 males, in one of the classrooms until emergency services arrive.
- The goal is to keep the service going, so Ushers should work to maintain the reverent decorum necessary for worship. If you have any questions or concerns, please contact Ernest Chuang or Brenton Froese.

Backups

Backup Ushers may or may not be regularly scheduled (based on your situation) but will be called upon if another usher is unable to serve. This may mean you are requested to serve once you arrive at the service. Every effort will be made to schedule Ushers in advance.

Sick

There will be times that you cannot fulfill your assigned duties. If you are ill, please do not serve as an Usher until you have recovered. In those situations, **notify Ernest Chuang as quickly as possible.** Phone - 346.270.4609

Email - ernest.chuang@gmail.com

Usher Duties

Oversight:

- Throughout service, oversee ushers and attend to any needs
- When the countdown timer starts make sure back door to outside is locked (office entrance)
- When service begins, remain in foyer to assist with attendees coming in during scripture reading and prayers.
- Oversee offertory:
 - Right after Pastoral Prayer, provide plates to ushers
 - During offertory, **staff back door** to assist late arrivals and minimize disruptions.
 - Receive offering from ushers and place in the lockbox with Usher #2
- Take **attendee count** at start of sermon (write number on back of bulletin and place in offering box)
- Oversee offering count with deacon after the end of the service. (If unable, contact Ernest Chuang)
- Oversees 5th Sunday Collection for Deacon's fund.
- Ensures table is set for Lord's Supper (1st Sun. of month)

Usher #1: Side Door, Far Right Aisle

- Before the service, hand out bulletins and greet people when they enter through the side door. Direct people to ushers 2-5 for seating assistance
- When the countdown timer and piano start playing, make sure sound is on in the foyer
 - Let sound booth know if it is not
- At start of service, close side doors
- During service, sit near the side doors to monitor the doors and minimize any disruptions
- Open the side door at the end of the service.
- Conduct offertory in the far right aisle.

Usher #2: Backdoor, Middle Right Aisle

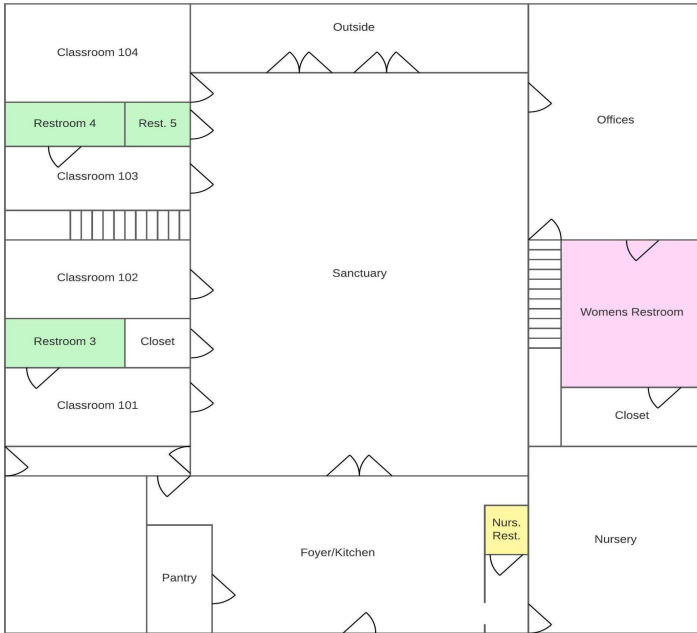
- Before the service, maintain presence in assigned aisle to assist with seating, general order, and any other help needed. Periodically look back to usher 1 to check for anyone that may need assistance.
- During the service, sit/stand at the back door to control entry; only allow people to enter the worship room during singing or announcements; not during prayers or Scripture reading. Exercise discernment for special circumstances
- During the sermon, **open the door for people** entering and exiting the service.
 - If a family arrives late and needs seating assistance, direct the family to ushers 3-5
- Maintain an awareness of restroom occupancy, redirect to available restrooms
- Conduct offertory in the middle right aisle.
- Place Offertory into safe with Oversight Usher.

Usher #3: Middle Aisle, Usher #4: Middle Left Aisle, Usher #5: Far Left Aisle

- Check under seats before the service to ensure an even distribution of Bibles and Hymnals across rows and seats.
- Make sure seatbacks have visitor and prayer request cards.
- Before the service, maintain presence in assigned aisles to assist with seating, general order, and any other help needed. Periodically look back to usher 1 to check for anyone that may need assistance.
- Maintain a general number of available seats in your area to quickly seat people as they enter.
- From the beginning of the service until the offertory, stand at the back of assigned aisle to continue general duties.
 - Periodically look back to usher 2 to check for anyone that may need assistance.
- Maintain an awareness of restroom occupancy, redirect to available restrooms
- Conduct offertory in applicable row
- Usher 4: monitor door to back offices / ladies restroom before service; close it at the beginning of the service



Restroom locations: There are (5) locations with (6) toilets total (there are 2 in the women’s restroom). We would encourage men only to use the green restrooms during service. We try to keep the nursery restroom for the women and children.



Usher #1: Please be aware that sometimes the Main (side) doors open when the front door opens. Please help to keep them shut.

Contacts:

Ernest Chuang: Phone 346.270.4609 - Email ernest.chuang@gmail.com

Brenton Froese: 620.755.1111

If you need to call 9-1-1:

Our address:

**124 Cascade Caverns
Boerne, TX 78015**