

IV. Ushering

- A. All regular and substitute Ushers should be appointed for a definite period of time.
 - B. A Head Usher should be appointed for the same period of time to oversee the activities of the other Ushers. The Head Usher can be one of the regular Ushers.
 - C. All Ushers should be requested to notify the Head Usher in advance if unable to be present so a substitute can be obtained.
 - D. All Ushers should be present at least ten minutes before the service begins to greet the people.
 - E. The Ushers should be pleasant, sociable, and cooperative. "First impressions are lasting ones." Since the Ushers are the first ones to greet the people, they should give them a pleasant and favorable impression. It means a lot.
 - F. When the Ushers greet the people, they should ask them where they would like to sit, and then precede them to the desired seats.
 - G. The Ushers should always be ready to be helpful in any way they can to one and all. They are official representatives of the church.
 - H. The Ushers should never usher anyone to a seat during:
 - 1. The Invocation or Pastoral Prayer
 - 2. The Responsive Reading
 - 3. The Recitation of the Apostles' Creed
 - 4. The Scripture Reading
 - 5. Special Music
- NOTE: Opportunity will be given in the service for ushering people to seats during the congregational singing, the giving of announcements, etc. Until such an opportunity arises, the Ushers should request the latecomers to stand quietly at the back of the church.
- I. While the announcements are being made, the Ushers should prepare to take the offering.
 - J. When marching to the front of the church to take the offering, the Ushers should start off with the left foot, use a steady pace, and keep in line with one another. When taking the offering, the Ushers should also keep in line with one another. Uniformity adds to the beauty of the service.
 - K. The Ushers should be prompt to act if the Pastor gives any special instruction from the pulpit.