

Guidelines for Ushers			
Source: Hospitality Coordinators	Authority: Standing Committee on Worship	Original Approval Date: 2004 Last Review Date: -	Next Review Date: May 2012
Purpose of Policy: To provide guidelines for ushers at Sunday morning services in the sanctuary.			
Theological Rationale: Sunday services are the time when the community of faith gathers on a regular basis. The congregation is obliged to ensure that those who attend services are welcomed with Christian hospitality and that adequate provision is made for their safety. Responsibility for meeting these ends is shared by those who volunteer to serve as ushers.			

- 1.0** Responsibility for recruiting and scheduling ushers for Sunday morning services belongs to the Sunday Volunteer Coordinator.
- 2.0** Responsibility for supervising ushers belongs to the Hospitality Coordinators.
- 3.0** Ushers serve in teams assigned on a monthly basis. Each team has a designated Lead Usher (individual or couple).
- 4.0** So that they may be recognized as volunteers with authority to provide guidance, all ushers on duty must wear an identifying tag.
- 5.0** Ushers will be given printed copies of the congregation's 'Guidelines For Ushers' and will attend a training session provided by the Worship Committee.
- 6.0** The duties of ushers include:
 - 6.1 meeting worshippers at all entrances to the sanctuary and distributing service bulletins, including large-print versions;
 - 6.2 assisting worshippers with special needs;
 - 6.3 monitoring an assigned entranceway and assisting those who enter or leave;
 - 6.4 collecting and presenting the offerings received during the service;
 - 6.5 in the event of a fire alarm, supervising the evacuation of the sanctuary;
 - 6.6 in the event of a medical emergency in the sanctuary, responding in accordance with the congregation's Guidelines for Medical Emergencies.