

UNITY OF CHATTANOOGA

OPPORTUNITIES TO SERVE

USHERING GUIDELINES

PURPOSE: To serve as an extension of the ministry of Unity of Chattanooga by assisting the minister in providing members and guests an open and welcome setting within which to worship. We do this by:

- Preparing for the people
- Welcoming the people
- Guiding the people
- Assisting with the service by controlling lights, distributing materials, and receiving offerings
- Preparing the worship area for other uses

VALUES:

- To be sensitive to people who enter our Church
- To enable those who worship to have a meaningful experience

PREPARING FOR THE PEOPLE
1. There are to be two (2) ushers each Sunday – If a designated usher cannot be present they are responsible for obtaining a replacement.
2. Arrive 25 minutes before the worship service starts.
3. Place the “Unity of Chattanooga” direction sign at the corner of Cherokee and Black Street.
4. Make sure the lighter for the Christ Candle is available and in operating condition – there is a spare in the podium if needed. Please, light the Christ Candle and then extinguish it. This will facilitate the lighting of the Christ Candle during the Opening Prayer.
5. Place your Usher name tag on.
6. Make sure there is a supply of name tags and pens for guests to use.
7. Decide which of the 2-ushers will keep track of time in order to move people to the worship area on time.

8. Check the Heating and Air Conditioning thermostats. There are three (3) thermostats: 1: In front of the sanctuary; 2: In the pantry of the kitchen; and 3: In the library area. In the summer months the thermostats should be set between 68-70 degrees and in the winter months the thermostats should be set between 70-72 degrees. If any of the three units are not properly heating or cooling inform the minister. The thermostats are adjusted at 9:15 a.m. when the minister arrives; if the worship area is either too hot or too cool during the service the ushers are to adjust the thermostats to obtain a comfortable environment.

9. Close the kitchen door and pull the shade for the kitchen opening. If there is activity in the kitchen before the worship service begins, having the door closed and shade pulled will minimize the distractions for those preparing for worship.

10. Place the offering baskets on the shelf of the foyer table. This will make them easily available to the ushers at the appropriate time in the service.

11. Position yourself at each entrance 15 minutes before the service is to start.

WELCOMING THE PEOPLE

1. Decide which door each usher will be responsible for and then position yourself in such a manner that you can greet people.

2. Welcome each person as they enter Unity of Chattanooga.

3. Hand each person a bulletin and offer them a scroll.

4. Encourage members to put their name tag on and encourage guests to write their name on a "stick-on" name tag.

5. Greeting members and guests can become a distraction to the basic duties of the usher so it is very important that one of the ushers is aware of the time.

GUIDING THE PEOPLE

1. **At 10:55 a.m.** one of the ushers is **TO TURN OFF** the overhead light in the entry area. This is meant to be a subtle reminder that the worship service is about to start and everyone should take their seat and prepare for the service to begin.

2. If people do not voluntarily move into the worship area then both ushers are to move among those individuals and quietly remind them that the service is about to start.

3. One of the ushers should sit in the back of the worship area so they can greet late-comers and direct them to a seat. Please, lead late-comers to a seat. This will allow the ushers to request those already seated to move closer together,

especially for those services when the church is full. If necessary, get additional chairs from the bookstore or children's room.

ASSISTING WITH THE SERVICE

1. One of the ushers should sit in the front of the worship area and during the opening prayer light the Christ Candle. The timing of the candle lighting should be after the minister has moved to the front of the podium and has started the Opening Prayer.

2. The usher that sits in the front of the worship area should get up right before the Welcoming of Guests and get several Newcomer's Packets to be handed out as appropriate.

3. As the service moves to time of meditation both ushers are to move quietly to the dimmer switches by the foyer table to be ready to dim the light in preparation for meditation. Fully dim each of the three (3) dimmer switches.

4. Once the meditation starts **PLEASE DO NOT** allow late-comers to be seated. Ask them to wait until after meditation has been completed and the lights have been raised.

5. As the mediation period comes to an end both ushers again move to the dimmer switches and increase the lights to the **MARKED LEVEL** of brightness at the start of the Special Music.

6. The usher sitting in the back of the worship area is responsible for counting the number of people in the service. There is an attendance form on the foyer table. Record the attendance on this form and place it in the offering basket at the appropriate time. **PLEASE DO NOT COUNT** the minister or the music director. Do count the audio-person. The number of children is kept by a different method.

7. As the time for the offering approaches both ushers move to the left side of the worship area in readiness for the Platform Assistant to indicate that it is time for the offering. Both ushers move to the area to the left of the podium with the offering baskets.

8. One usher moves to the isle by the kitchen and the other usher, after collecting the offering from the people sitting on the two side-rows, moves up the center isle. After collecting the offerings both ushers meet at the back of the center isle and await the minister's signal to come forward to be blessed.

9. After the offering is blessed the usher sitting in the back of the worship area takes the offering and places it in the large credenza drawer in the Minister's Office.

PREPARING THE WORSHIP AREA FOR OTHER USES

1. After the service both ushers are to go through the worship area and pick up leftover bulletins, straighten chairs, collect the hymnals and place them in the audio/storeroom, etc. The Church reuses the bulletins and prayer request inserts; therefore, place the collected bulletins on the podium.

2. Greet newcomers during the social time following the worship service and introduce them to the minister.

3. Pick up the “Unity of Chattanooga” sign at the corner of Cherokee and Black Street.