

**Usher Schedule:**

First Sunday & Week

Second Sunday & Week (*no Children's Church*)

Third Sunday & Week

Fourth Sunday & Week

Fifth Sunday & Week

**General Guidelines:**

- Ushers usher for the entire week for all services including special services and church events (not private events such as weddings). If you cannot make your assignment, you should arrange for your coverage replacement. Please inform your team when such a change is made.
- Ushers are required in both the Worship Center and Education Center when open and a service is in progress.
- The usher duties can be summed up in a few words – making people feel welcome at church, assisting pastors and teachers with people management, assisting with seating, collecting offering, and maintaining a safe environment.
- Where it would be preferred that one wear a coat and tie, dressing for the business office is acceptable.
- Ushers should insist that adults and kids maintain a proper decorum in and on the church property, including smoking, drinking, and bad behavior.

**Before the service:**

- Arrive and be on duty a minimum of 15 minutes before the service.
- Check with the Pastors to see if there are any special events during the service, such as a Baptism or special offerings that may require additional duties of the ushers.
- Distribute the offering plates for the Sunday morning 10:00 service only. Pastor may indicate a special change for offering collection such as special offerings for guest speakers and special causes. Be flexible and manage the situation by communicating to the offering collectors the changes required.
- The ushers station themselves outside the Sanctuary door (greeters are at the entrance doors). Keep the sanctuary doors closed before and during service. Assume that people in the sanctuary are preparing for worship.
- Greet with a smile when the worshippers arrive, and hand out the bulletins if no greeters are present.
- Be informed. You will be asked about the different programs of the church such as Children's Church, Wednesday night classes, and the nursery—do you know what the ages for the nursery is?
- Help keep the public areas tidy, pick up trash and straighten the handouts.

**During the service:**

- Encourage people in the halls to go into the service. Intervene to minimize activities in the halls that would be disruptive to the service.
- Assist with the seating of latecomers.
- Supervise the offering collection and take to the office and place in the designated place. For your safety do not go alone with the offering, take someone with you. It is not necessary to organize the offering for the counters, let them do that.
- Assist in the counting for attendance in all services on Sunday and Wednesday. The count should include the pastors, musicians, nursery personnel, infants, people loitering in the halls, and ushers. Generally, counting should not happen until after worship is completed and after latecomers have finished arriving. A rule of thumb is after worship or 30-45 minutes after the service begins.
- Help keep the public areas tidy, pick up trash, and straighten the handouts.
- During altar calls, **NO ONE IS TO COME INTO THE AUDITORIUM.** Please stop them and tell them that Pastor is doing an altar call and could they please wait to enter the auditorium.
- Answer the telephone, if it rings during the service with a professional greeting that includes the name of the church.

**After the service:**

- While ministry is still going on stay at the doors. Do not prop the doors open when ministry team are still praying with individuals.
- After service many people will leave for home, but there will be others who will stay behind for fellowship. Seek out the "shy" and the visitor, and introduce them to other persons. Help people connect to people in the church.

### Catcher Schedule:

First Sunday & Week

Second Sunday & Week (*no Children's Church*)

Third Sunday & Week

Fourth Sunday & Week

Fifth Sunday & Week

### Catcher Service Plan:

- Catchers are normally needed only for Sunday and special services. Optimally we will have 3 catchers per service, more may be assigned should there be a special service that requires it.
- If one of the scheduled catchers is receiving prayer or it looks like additional help is needed and you are not scheduled for the service, you may move up and help with the catching duties.
- If you cannot make your assignment, you should arrange for your coverage replacement.
- Please check in with the user before each service to let them know that there is coverage and secondly to receive any special instruction that the pastor may have for the service.
- Don't worry about covering persons for modesty reasons, there will be others to perform that task. Focus on the catching.
- If someone appears hurt from falling, summon one of the medical personnel that is in attendance at service to check them out.

### Guidelines for Catchers:

- The role of the catcher is to be available to help someone to the floor gently if they should be overcome in the Spirit "slain in the Spirit".
- During altar calls, move to the front rows and spread across the auditorium. Observe what is going on to determine if a catcher is needed. Watch the pastor or persons praying for clues and direction they may give.
- The role of the catcher is not to co-pray or be involved in the praying process, other than by agreement in their heart. Keep your eyes open and watch what is going on so that you are ready when needed. Do not wave your hands only stand and be ready to catch.
- Be invisible to the process, do not be a distraction by running around and chasing people. There should be multiple catchers on duty to support the activities. Make eye contact with them and silently coordinate your actions.
- If there are more teams praying than there are catchers, play zone defense. Spread out, observe, and move to where you are needed.
- Be cautious about being too close or touching the person being prayed for until you need to. You don't really know what some people are praying about, they may not want eavesdropping or if they have personal or physical issues that you should not touch them.
- Don't be too far back of the person that they free fall to you. It is more difficult to stop the momentum and guide them.
- When preparing to catch someone, keep your elbows close to your sides, one foot slightly ahead of the other so you are balanced. Get them to fall back, not forward. As the person moves down move back with the person, allowing your hands to slide up the person's back as they fall, rather than trying to take the whole weight upon yourself. Be careful when touching women.
- Be careful to protect yourself from injury. Be balanced, alert, and aware of the floor space around you! Request assistance if the person's size or weight is more than you can manage. If possible, bring a chair over for heavy weight or pregnant women so they can sit instead of fall.
- Do not hold someone up. Please do not push or pull anyone over. God does not need any help.