

Little Rock Baptist Church
Ushers Ministry
Mission, Scriptures, Responsibilities, and Duties/Bylaws

Mission:

Ushers are to be representatives of Christ and of our Church. Ushers are one of the first contacts with new comers; therefore, we must welcome worshipers to the Lord's house with a warm and friendly smile. In us, the hospitality of GOD should be seen. Our role is important because it is the Lord we serve.

Scriptures:

1 Corinthians 14:40

Let all things be done decently and in order.

Psalms 84:10

For a day in thy courts is better than a thousand. I had rather be a doorkeeper in the house of my GOD, than to dwell in the tents of wickedness.

Proverbs 8:34

Blessed is the man that heareth me, watching daily at my gates, waiting at the posts of my doors.

Responsibilities:

Must Do:

1. Ushers should gather together before service for prayer.
2. Ushers should be properly dressed with a badge and gloves.
3. Ushers should attend meetings or let an officer know if they are unable to attend.
4. Ushers should call an officer at least two to three days in advance if unable to usher on assigned Sunday to allow enough time to find a replacement.

Don't Do:

1. Ushers should not eat or chew gum while on duty.
2. Ushers should not engage in casual conversation inside the Church. (If something has to be said, speak discretely and quietly. If something is really important and needs to be discussed, leave the sanctuary.)
3. Ushers should not stroll up and down the aisle unnecessarily during the service.
4. Ushers should never seat a worshiper by waving their hands.

Qualities:

People who are called to this ministry have a positive, loving, and welcoming attitude.

Time Commitment:

As needed.

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Duties/Bylaws:

1. Ushers should position themselves at their stations, making sure there is always someone at the sanctuary door.
2. Attend to the needs of the Pastor.
3. Make sure there are fresh refreshments and the candy dish is full.
(Find out what visiting speakers prefer to drink if possible)
4. Make sure the Pastor has a program/bulletin.
(On the 1st Sunday, make sure Pastor has the Church's Covenant)
5. Ushers should usher in the Pastor and the Choir.
6. Greet worshipers before and after the service with a smile.
7. Seat worshipers during the service.
 - a. Seat worshipers as near the front of the church as possible, back seats can then be filled with late comers. (However, if worshipers insist on sitting in certain places, let them be). Approach worshipers by saying, "may I show you to a seat?"
 - b. When having special services, always be aware of all available seats.
8. Distribute Church programs/bulletins, hymnals, bibles, visitors' cards, and any other materials in connection with the service.
9. Keep order and ensure service runs smoothly.
 - a. Be aware of worshipers arriving.
 - b. Do not allow worshipers to enter the Church sanctuary during scripture reading, prayer, offering, and invitation to Christian Discipleship. (Door to the sanctuary should also be closed during these times). Politely ask worshipers to wait at the entrance.
 - c. Help the elderly, disabled, and parents with children.
 - d. Be alert to the worshipers; be ready to pass out fans and donation envelopes.
10. Ushers will usher worshipers during offering services and usher the officers with the offering to the trustees' office.
11. Ushers should seat themselves at the back of the sanctuary and concentrate on the service in progress.
12. Ushers should return to their stations during the Invitation to Christian Discipleship.
13. On the first Sunday, Ushers will assist during the Holy Communion.
 - a. Usher worshipers to receive the communion elements.
 - b. Collect the empty communion containers.
 - c. Collect Church Covenants.
14. Ushers should clear the sanctuary after service.
 - a. Remove refreshment containers (glasses and cups) and wash them.
 - b. Pick up any bibles, hymnals and fans, and return to appropriate place.
 - c. Check the sanctuary and remove anything that may have been left behind.