

USHER COMMITTEE

Proposed Revisions requested by Sharon Gibbs, Chair

The Usher Committee shall consist of at least 22 **10 members. These members will serve for a 3-year renewable term.**

RESPONSIBILITIES:

- A. To design a plan for the efficient receiving of the offering at all Sunday services and other special services.
- B. To see that offering plates, **bulletins**, and other supplies are in the proper place before each service.
- C. To distribute plates at the time of offering.
- D. ~~Along with the Deacons, to~~ **To** set up a schedule for ushers to greet people before and after services.
- E. To train new ushers in offering procedures.
- F. To ensure that the auditorium **sanctuary** is in comfortable physical order before each service.
- G. To create atmospheres of genuine welcome and concern for all attending the services.
- ~~H. To seat people according to their wishes or as seats are available.~~
- H. To take care of reserved sections for special guests.
- ~~I. To provide visitor cards to visitors as requested.~~
- I. To give directions and answer questions as needed.
- J. To be attentive to the needs of persons during the services.
- ~~K. To take offering money for deposit to the bank.~~
- K. To count the attendance at services, write that information on a card, and place it in the church office.**
- L. To count the loose cash collected from the offering, place the cash in an envelope, list the amount on the envelope, sign and date the envelope (needs two signatures).**
- M. To place checks, offering envelopes, and the cash envelope in a dated manila envelope, seal the envelope, and place it in a locked drawer.**