

USHERS

Policy

To make visitors feel welcome, to take up the offering during worship services at Metropolitan United Church, and to offer support to worshippers in need of assistance.

Main Floor Procedures

1. At Café Metro on Sunday mornings, the Head Usher for the main floor of the Sanctuary regularly arranges for members to take up the offering on the main floor during the 11 a.m. worship service. There are regular members who frequently serve as ushers on both levels of the Sanctuary.
2. On Fridays, the Custodians conveniently place the offering plates on the radiators at the back of the Sanctuary on the main level of the Church.
3. Prior to the 11 a.m. worship service, the Head Usher ordinarily sets out two stacks of four offering plates on a table at the back of the centre aisle. Three plates are placed on the top shelf of each coat rack at the back of each side aisle. A total of 14 offering plates are in position for use. The Head Usher ensures a sufficient number of offering plates remain on the radiators for use in the balcony.
4. During the announcements, ushers go to the back of the Sanctuary and pick up their assigned number of offering plates.
5. After the Minister announces that the offering will be taken up, ushers take their positions at the back of their respective aisles, and wait there until all ushers are at their stations. On cue from the 2 centre-aisle ushers, all descend the aisles simultaneously. Beginning with the front row of their assigned pew section, ushers pass the offering plate(s) to congregants in all rows ending with the back row in each section. For the two “split” aisles, two more ushers take their positions to pass the offering plates at the appropriate time.
6. Normally ushers for the side aisles each take one offering plate to pass to worshippers. If a large number of congregants are present, two offering plates are used.
7. All congregants are offered the offering plate, including those on PAR. It is important that no one is denied the opportunity to make an offering.
8. All offering plates are taken to the Narthex on the main level of the Church where the offering is compiled into 2-4 offering plates. While this is happening, the Sanctuary double doors at the rear of the centre aisle are to be closed. The doors open for the ushers to walk down the aisle just before the Doxology is sung.
9. Two ushers walk with the offering down the centre aisle as soon as the congregation begins to sing the Doxology in the worship service. Offering plates are placed on the main table at the front of the Sanctuary after the Minister’s blessing. Ushers then turn and retreat to the back of the centre aisle. If the main table is used for other purposes, or the ushers are unable to negotiate their way to the table past set-ups for other events during the worship service, ushers place the offering on a small table in front of the west chapel after the Minister’s blessing and retreat to the rear of the west side aisle.
10. All ushers return to their pews when congregants begin to sing the next hymn.

Balcony Procedures

1. Before the 11 a.m. worship service, two ushers assigned to collect the offering in the Balcony take eight offering plates off the radiators in the Narthex up to the Balcony and place four on chairs on either side of the north balcony doors.
2. During the announcements, ushers go to the back of the Sanctuary and pick up one offering plate.

Normally ushers each take one offering plate to pass to worshippers. If a large number of congregants are present, two offering plates per usher are appropriately used.

3. After the Minister announces that the offering will be taken up, ushers take their positions at the back of their respective aisles, and wait there until all ushers are at their stations. They then descend the aisles simultaneously. Beginning with the front row of their assigned pew section, ushers pass the offering plates to congregants in all rows ending with the back row in each section.
4. All congregants are offered the offering plate, including those on PAR. It is important that no one is denied the opportunity to make an offering.
5. The balcony offering is taken down to the Narthex on the main level of the Church where the offering is compiled with that from the main level.
6. All ushers return to their pews when congregants begin to sing the next hymn.

Special Procedures

1. During the first 15 minutes of the service, ushers seated near the Sanctuary double doors should peek through the doors to make sure no one is waiting to enter the Sanctuary. Ushers may seat latecomers except during the following orders of service: all prayers, reading of scripture and ministry of music.
2. All Sanctuary double doors are to be closed during the worship services except on very hot summer days.
3. If a congregant is in medical distress during the worship service, ushers offer assistance, and signal medical physicians in the congregation for additional assistance if necessary. Phones are available in the Narthex and both vestibules behind the Sanctuary for calling 911 if necessary.
4. If “crying” babies remain in the Sanctuary throughout the worship service, ushers may approach the family member(s) to ask if they are aware that child care for babies is available. If they wish to try our baby care services, an usher escorts them to the classroom in the Vineyard. Alternatively, ushers may offer the Narthex or the vestibules at the back of the Sanctuary to family members.
5. The Head Usher is notified if ushers are required for special services.
6. The Head Usher reviews this policy annually with other ushers, and if changes are made, sends it to the Board for approval.
7. The Head Usher reviews the Risk Management policy annually with all ushers.

Related Metropolitan Policies

- Risk Management
- Greeters

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Group/Committee Responsible:	Ushers