



Last updated: 29 September 2023

## GUIDELINES FOR USHERING TEAM

### GENERAL INSTRUCTIONS

1. Kindly share your availability for the month promptly.
2. Check your email / SMS / WhatsApp to find out when you are being rostered.
3. Make sure you confirm your availability with the head usher. Please keep the head usher informed in case you are not available.
4. Meet the head usher at 7:00 am (for the 8:00 am service) and at 9:30 am (for the 10:30 am service) so details of the service are discussed, and everyone is briefed on what needs to be done during the service.
5. While ushering, please ensure that there is minimum disturbance to the service.

### INTERACTING WITH GUESTS / ASSISTING WITH SEATING

1. Maintain eye contact while interacting with the visitors.
2. Stand at the doors, greet people, and assist them with the seating, especially in case of people arriving late.
3. Encourage people arriving early to occupy seats in front / inside, leaving the side chairs free.
4. Encourage people to leave the last rows for young parents with infants. The rows may be labeled to indicate this.
5. When the main seating space is filled up, please guide people to the overflow areas.

### COMMUNION SERVICE—All Sundays, Good Friday, Easter, Christmas, New Year

1. Help set up the communion tables as required for ease of distribution—at the main entrance doors in the lobby area, and at the other entrance, and so on.
2. Please put a board saying, “Please pick up your communion elements.”
3. In case the people have missed picking the elements, please be ready at the designated place in the hall to serve the elements. Communion elements are served once the pastor announces it.
4. Place the dustbins at all exits so that the used cups can be collected and disposed.
5. Help clear the communion table at the end of the service.
6. Extra communion items should be placed in appropriate containers and sent back to the church office or stored in your location cupboard.

### OFFERING

1. Take the offertory while the announcement video is played.



2. The collected offering bags are brought to the head usher who then hands them over to the offertory team after the service.

#### **DISTRIBUTION DURING SERVICE**

1. These items are occasionally distributed during a service—Database Update slip, Registration forms, Invites for APC events, APC publications. This will be sent to the APC Church location from the church office with a mail / WhatsApp informing the team head on what needs to be done.

#### **HEAD COUNT OF CONGREGATION**

1. Have someone take the count of (a) adults, (b) teens and (c) children. The count of adults (first-time visitors separately) is taken during the preaching of the sermon. The count of teens is taken in the teens' church. If there is no teens' church that Sunday, they are included in the count of adults. The count of children is taken in the children's church and in the adult church.
2. Please text / email / WhatsApp this information to the church staff handling attendance, the Associate Pastor, and the Service Coordinator of your location.

#### **WELCOMING FTV & HANDING THE PACKS – FTV Welcome Team**

This can be done by the FTV welcome team (or the ushering team), who can also meet with the FTV's at the end of the service in the welcome lounge.

1. Please make eye contact and welcome the FTV with a smile saying, "Welcome to APC" or "Hope you enjoy the service," while handing over the FTV pack.
2. Ensure that the FTV packs are distributed swiftly.
3. Please collect the FTV cards and send them back to the church office.

#### **REPLENISHMENT OF SUPPLIES FROM OFFICE**

For requesting supplies from the office for your team, please send an email to office manager at [shanthi.sophia@apcwo.org](mailto:shanthi.sophia@apcwo.org) with a copy to Head—services and events at [stephen.jose@apcwo.org](mailto:stephen.jose@apcwo.org) on **Monday** requesting the following:

1. Offering covers
2. FTV packs, do mention the number remaining
3. New believer bags, do mention the number remaining
4. Any other item related to ushering, please specify

#### **HANDLING MEDICAL EMERGENCIES DURING SERVICE**

If there are people requiring medical attention during service—for instance someone fainting, falling, had a cut, experiencing uneasiness, profuse sweating—kindly provide immediate attention.



1. Locate a family member and inform them.
2. Locate a doctor in the congregation who can provide assistance.
3. Provide first aid under the guidance of a doctor.
4. Shift to hospital if condition requires it.

### **COORDINATION BY ASSOCIATE PASTORS | SERVICE COORDINATORS**

1. Please ensure that there are regular volunteer team meetings at your location to get feedback and improve on current practices.
2. The admin staff worshipping at your location, the Associate pastor, service coordinator may also be invited for the meetings.



### **GENERAL INFORMATION**

#### **ABOUT ALL PEOPLES CHURCH**

All Peoples Church is a Jesus-loving, Word-focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ-centered fellowship, caring for and serving each other in love, as the assembly of God.

As an **equipping center**, we empower and equip every believer to live victoriously, mature into Christlikeness and fulfill God's purposes for their lives.

As a **missions base**, we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach**, we serve locally and globally by nurturing godly leaders and Spirit-filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

#### **USEFUL LINKS**

Online Sunday Church service are livestreamed every Sunday at 10:30 am (Indian Time, GMT+5:30). Spirit-filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

**YOUTUBE:** <https://youtube.com/allpeopleschurchbangalore>

**WEBSITE:** <https://apcwo.org/live>



## APC Guidelines for Ushering Team

### **Our other websites and free resources:**

**CHURCH:** <https://apcwo.org>

**FREE SERMONS:** <https://apcwo.org/resources/sermons>

**FREE BOOKS:** <https://apcwo.org/books/english>

**DAILY DEVOTIONALS:** <https://apcwo.org/resources/daily-devotional>

**JESUS CHRIST:** <https://examiningjesus.com>

**BIBLE COLLEGE:** <https://apcbiblecollege.org>

**E-LEARNING:** <https://apcbiblecollege.org/elearn>

**COUNSELING:** <https://chrysalislife.org>

**MUSIC:** <https://apcmusic.org>

**MINISTERS FELLOWSHIP:** <https://pamfi.org>

**CHURCH APP:** <https://apcwo.org/app>

**CHURCHES:** <https://apcwo.org/ministries/churches>