



GUIDELINES FOR USHERING TEAM

GENERAL INSTRUCTIONS

1. Kindly share your availability promptly for each month to help with the rostering.
2. Check your WhatsApp/SMS/email to know when you have been rostered to serve.
3. Confirm your availability with the Head-Usher once the roster is posted. If you are unable to serve at your assigned service, please inform the Head Usher promptly and arrange for a replacement usher.
4. Kindly report at your respective locations, one hour before the service begins.
 - 7:00 am for the 8:00 am service
 - 9:30 am for the 10:30 am service
 - 8:30 am for the 9:30 am serviceMeet the Head-Usher or Team Lead for briefing: the service details will be discussed, and everyone will be advised on their responsibilities and what needs to be done during the service.
5. Please ensure that your movements and interactions cause minimum disturbance to the congregation during the service.

INTERACTING WITH GUESTS / ASSISTING WITH SEATING

1. Maintain friendly eye contact and a pleasant demeanor when interacting with visitors and members of the congregation.
2. Be stationed at the door/assigned sections to welcome and assist people with seating, particularly those arriving after the service has begun.
3. Encourage those arriving early to occupy the seats toward the front/inside, keeping the side chairs available for those who may arrive later.
4. Guide families with infants and toddlers to the designated seating areas marked for them.
5. When the main seating area is full, kindly direct the congregation to the designated overflow areas.

COMMUNION SERVICE – All Sundays, Good Friday, Easter, Christmas, New Year

1. Assist with arranging the communion element on the tables placed at the main entrance doors in the lobby area and other designated entrances, as required.
2. Display the sign: *“Please Pick Up Communion Elements.”*
3. If anyone has missed picking up the Communion elements at the entrance, please be ready with the Communion elements to be served at your designated section during the service. Communion elements are served once the Pastor announces it.
4. Place waste bins at the exits to facilitate the collection and disposal of used communion cups.
5. Assist in clearing the communion tables at the end of the service.
6. Any extra communion elements should be placed neatly in the container and stored appropriately in the designated storage area at your location.



OFFERING

1. Collect the offering during the announcement video. Ushers should proceed with the collection promptly once the video begins.
2. After the collection, bring all offering bags to the Head Usher. The Head Usher will hand over the collected offering bags to the Offertory Team after the service.

DISTRIBUTION DURING SERVICE

1. The following items may be distributed during the service as required – Database Update slips, Registration forms, Invites for APC events, APC publications etc.
2. These materials will be sent by the Church Office to the respective APC Church location, along with an email or WhatsApp message informing the Team Head of the required distribution arrangements.

HEAD COUNT OF CONGREGATION

1. The Head Usher should assign volunteers to take the attendance count of (a) adults, (b) teens and (c) children. The count of adults (first-time visitors separately) is taken during the sermon time. The count of teens is taken in the Teens Church. If there is no Teens Church on a particular Sunday, teens should be included in the adults count. The count of children is taken in the Children's Church and in the adult church, as applicable.
2. Head Usher should collate the count and share it via WhatsApp/email/SMS to the church staff responsible for attendance, the Associate Pastor and the Service Coordinator of the respective location.

WELCOMING THE FTV & HANDING THE PACKS

1. Please make eye contact and warmly welcome each First Time Visitor (FTV) with a smile saying, "Welcome to APC" or "We hope you enjoy the service," while handing over the FTV pack.
2. Be stationed at your designated sections to ensure the prompt and orderly distribution of the FTV packs.
3. The FTV cards should be collected back from the visitors before the end of the service.
4. The Head Usher should collect all completed FTV cards and send them to the church office for follow-up.

NEW BELIEVER KITS

1. Please be stationed at your designated sections at the end of the service to ensure prompt distribution of the New Believer Kit to those who respond to the salvation message.
2. Collect the Decision cards from the New Believers before they leave the hall.
3. The Head Usher should collect all completed cards and send them to the church office for follow-up.



REPLENISHMENT OF SUPPLIES FROM OFFICE

To request supplies from the church office for your team, please send an email to the Office Manager at samara.wilkins@apcwo.org with a copy to Events & Services Co-ordinator at ranjith.jayakumar@apcwo.org on Monday. Please specify the items required and the quantity, where applicable.

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.

Updated: 18 September 2026



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>

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>