



Last updated: March 15, 2022

GUIDELINES FOR USHERING TEAM

GENERAL INSTRUCTIONS

1. Kindly share availability for the month promptly.
2. Check your email / SMS / WhatsApp to find out when you are 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 by 9:30 am 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 be only 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 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 mothers with infants. The rows may be labeled to indicate this.
5. When the main hall is completely filled up, please guide people to the overflow areas.

COMMUNION SERVICE – First and third Sunday of the month, 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, etc...
2. Please put a board saying – Pickup your communion element.
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 pastor announces it.
4. Place the disposable cans at all exits so that the used cups can be collected and recycled.
5. Help to clear out the communion table at the end of the service.
6. Extra communion items and the used cups should be placed in bags and sent back to the church office with the assigned staff members.



OFFERING

1. Take the offertory while the announcement video is played.
2. The collected offering bags are brought to the usher head who then hands them over to the offertory team after the service.

DISTRIBUTION DURING SERVICE

1. The following are occasionally distributed during a service: Database Updation slip, Registration forms, Invites for APC events, APC publication. This will be sent to the location from the church office with a mail / WhatsApp informing the team leader.

HEAD COUNT OF CONGREGATION

1. Have someone count the number of adults (first-time visitors separately) + children during the sermon time. Please text/email / WhatsApp this information to the church staff handling attendance, the assoc pastor, and the Service Coordinator of your location.

WELCOMING FTV & HANDING THE PACKS – CONNECT TEAM

This can be done by the connect 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 welcome the FTV, with a smile and by 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 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

HANDLING MEDICAL EMERGENCIES DURING SERVICE

If there are people requiring medical attention during service – for instance someone fainting, a fall, a cut, uneasiness, profuse sweating – kindly provide immediate attention.

1. Locate a family member and keep them informed.
2. Locate a doctor in the congregation to help with the assistance.



3. Provide first aid as required, 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 Assoc 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 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 fulfil 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 live stream every Sunday at 10:30am (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>