

BROOKLAND BAPTIST CHURCH

One Church-Two Locations



Brookland Baptist Church-West



Brookland Baptist Church-Northeast

USHER'S MINISTRY GUIDE

Psalms 84:10

*"For a day in Thou court is better than a thousand,
I had rather be a doorkeeper in the house of the
Lord than to dwell in the tents of wickedness."*

Rev. Dr. Charles B. Jackson, Sr., Senior Pastor

Rev. Dr. James A. Jamison, Assistant Pastor

Rev. Dr. Christopher Leevy-Johnson, Northeast Pastor

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Ministry Officers

Ministry Directors

Director
Asst. Director
Asst. Director
Treasurer

Deacon Donald Turner
Jimmy Vereen
Sharon Wade
Josephine Smith

West Campus

Senior Usher's Ministry

President
1st Vice President
2nd Vice President
Secretary
Asst. Secretary
Treasurer
Asst. Treasurer
Chaplain
Asst. Chaplain

Deacon Dave Mitchell
Al Georges
Chris Johnson
Vacant
Sheila Johnson
Cathy Holmes
David Holliday
Deacon Ronald Richmond
Deacon Dennis Breeland

Young Adult's Ministry

President
Vice President
Secretary
Chaplain

Stephanie Vincent
David Myers
Vacant
Deidrick Simpson

Junior Usher's Ministry

President
Vice President
Secretary
Asst. Secretary
Lead Advisors

Advisors

Brandon Vereen
Brendan Rodgers
Jordan Green
Dallas Bess
Fred Ladson
Angela Ladson
Donnalisa Bowens
Deacon Dennis Breeland
James Bridgett
Chris Johnson
Elaine Lewis
Tony Lewis
Sandy McCray
Gail Vereen
Michael Wade
Sharon Wade

Northeast Campus

Senior Usher's Ministry

Lead Advisors

Deacon Michael Keels

Deaconess Hazel Keels

Advisor

Lin Johnson

Junior Usher's Ministry

Lead Advisor

Lois Goodwin

Advisor

Audrey Stincomb

Mission

The mission of the Usher's Ministry is to serve the Lord through serving His people. Ushers welcome church members and guests into the sanctuary with a warm smile and a spirit of love. Ushers provide church bulletins, assist with seating, keep the sanctuary in an orderly fashion, ensure tithing envelopes are available and provide comfort and information to church members and guests. Ushers are committed and serve in whatever capacity is required and believe "a true servant is loyal and obedient to the Master even when it's not convenient."

Pledge

I, "**State your Name**", by the help of God, pledge to do my best to serve my church with a pure heart, clean hands, and a breath that will not be offensive to those I welcome into the house of the Lord.

I further pledge to abide by the rules and regulations of the Usher's Ministry and my superior officers; to attend my meetings and serve when called upon, unless I can give a reasonable excuse; and to keep my financial obligations of the Ministry as near as possible.

Financial Obligation

- ❖ For Senior Ushers, the financial obligation is currently \$34 per year per usher. The financial year starts each November.
- ❖ For the Young Adult Ushers, the financial obligation is currently \$12 per year per Young Adult Usher.
- ❖ For the Junior Ushers, there are no financial obligations.

Meetings

- ❖ The Senior Ushers meet quarterly. The meeting is the Tuesday after the third Sunday of a designated month in the quarter. With phase III construction, the meetings are temporarily being held at the Brookland Lakeview Empowerment Center starting at 6:00 pm ET.
- ❖ The Young Adult meetings are scheduled at the discretion of the president and vice president.
- ❖ The Junior Usher meetings are scheduled at the discretion of the advisors.

Sunday Schedule

West Campus

- | | |
|-----------------|---|
| ❖ First Sunday | Senior Ushers |
| ❖ Second Sunday | Senior Ushers (lead), Young Adult Ushers (assist) |
| ❖ Third Sunday | Junior Ushers (lead), Young Adult Ushers (assist) |
| ❖ Fourth Sunday | Junior Ushers |
| ❖ Fifth Sunday | Young Adult Ushers (lead), Senior Ushers (assist) |

Northeast Campus

- | | |
|-----------------|---------------|
| ❖ First Sunday | Senior Ushers |
| ❖ Second Sunday | Junior Ushers |
| ❖ Third Sunday | Junior Ushers |
| ❖ Fourth Sunday | Senior Ushers |
| ❖ Fifth Sunday | Senior Ushers |

Age Groups and Transitioning Schedule

- | | |
|-----------------|---------------------------------|
| ❖ Junior Ushers | Age 10 – High School Graduation |
| ❖ Young Adults | High School Graduation – Age 35 |
| ❖ Senior Ushers | Ages 36+ |

Protocol

- ❖ Dress appropriately for Ushering.
- ❖ Arrive to church 30 minutes before service starts.
- ❖ Remember to smile and welcome worshipers into the house of the Lord.
- ❖ No loud talking during service.
- ❖ No use of electronic devices during service.
- ❖ No chewing gum while serving.
- ❖ Ushers should avoid unnecessary movement during service.
- ❖ Do not allow anyone into the sanctuary during prayer and scripture reading.
- ❖ Wear the proper uniform when scheduled to usher.
- ❖ Clean up the sanctuary after the benediction.
- ❖ **Visiting Ministers:** When there is a visiting Minister in the worship service who hasn't already spoken with the Pastor, the Directing Usher or President should get the visiting Minister's name and seat the Visiting Minister in the sanctuary like any other worshiper. The visiting Minister's name will be given to a Deacon to give to the Pastor. Visiting Ministers can only enter the pulpit with the approval of the Pastor. The majority of visiting ministers normally have already spoken with the pastor and will arrive prior to service and ascend the pulpit with the Pastor.
- ❖ **Entering Pulpit:** Only the Directing usher in charge should enter the pulpit before and after the service is over to clean and prepare pulpit for the next service.
- ❖ **Messages/Notes to Pastor:** All messages are to be given to Directing Usher or President who will give message to a Deacon for approval before giving them to the Pastor or presiding minister.

Uniform Dress Code

Ushers are to be properly dressed at all times. The uniform must be neat and clean and pressed. The uniform must never fit too tightly nor should it be too short.

Senior Ushers Men's Attire

First Sunday (Both Campuses)

- ❖ Black Suit
- ❖ Black Shoes & Black Socks
- ❖ White Shirt & Black Tie
- ❖ White Gloves

Second Sunday (West Campus)

- ❖ Black Suit
- ❖ Black Shoes & Black Socks
- ❖ White Shirt & Burgundy Tie
- ❖ White Gloves

Second and Fourth Sunday Evening Services (West Campus)

- ❖ Black Suit
- ❖ Black Shoes & Black Socks
- ❖ White Shirt & Black Tie
- ❖ White Gloves

Fourth Sunday (Northeast Campus)

- ❖ Black Suit
- ❖ Black Shoes & Black Socks
- ❖ White Shirt & Burgundy Tie
- ❖ White Gloves

Fifth Sunday (Both Campuses)

- ❖ Black Suit
- ❖ Black Shoes & Black Socks
- ❖ White Shirt & Black Tie
- ❖ White Gloves

Casual Uniform - Special Occasions (Both Campuses)

- ❖ Burgundy Polo Shirt
- ❖ Black Pants
- ❖ Black Shoes & Black Belt

Senior Ushers Ladies' Attire

First Sunday (Both Campuses)

- ❖ White Dress (Long Sleeves or $\frac{3}{4}$ Length) – Uniform Style # 1203
- ❖ White Shoes & White Hose
- ❖ Small White Earrings
- ❖ White Gloves

Second Sunday (West Campus)

- ❖ White Dress (Long Sleeves or $\frac{3}{4}$ Length) - Uniform Style # 1203
- ❖ White Shoes & White Hose
- ❖ Small White Earrings
- ❖ White Gloves

Second and Fourth Sunday Evening Services (West Campus)

- ❖ White Blouse
- ❖ Black Skirt
- ❖ White Shoes & White Hose
- ❖ Small White Earrings
- ❖ White Gloves

Fourth Sunday (Northeast Campus)

- ❖ White Dress (Long Sleeves or $\frac{3}{4}$ Length) - Uniform Style # 1203
- ❖ White Shoes & White Hose
- ❖ Small White Earrings
- ❖ White Gloves

Fifth Sunday (Both Campuses)

- ❖ White Blouse
- ❖ Black Skirt
- ❖ White Shoes & White Hose
- ❖ Small White Earrings
- ❖ White Gloves

Casual Uniform - Special Occasions (Both Campuses)

- ❖ Burgundy Polo Shirt
- ❖ Black Skirt or Black Pants
- ❖ Black Shoes & Black Hose

Note: Ladies' White uniform can be purchased at:

ScrubTrendz

4501 St. Andrews Road Suite 1
Columbia, SC 29210
(803) 750-8828
Style # 1203

Young Adults

Second and Third Sunday (West Campus)

- ❖ White Lab Coat Jacket
- ❖ Other Sundays as Needed

Junior Ushers Young Men

Second Sunday (Northeast Campus)

- ❖ Black Slacks
- ❖ White Shirt & Black tie
- ❖ Black Shoes & Black socks
- ❖ Black belt

Third Sunday (Both Campuses)

- ❖ Black Slacks
- ❖ White Shirt & Black tie
- ❖ Black Shoes & Black socks
- ❖ Black belt

Fourth Sunday (West Campus)

- ❖ Black Slacks
- ❖ White Shirt & Black tie
- ❖ Black Shoes & Black socks
- ❖ Black belt

Junior Ushers Young Ladies

Second Sunday (Northeast Campus)

- ❖ White Blouse
- ❖ Black Skirt
- ❖ Black Shoes & White Hose
- ❖ Small earrings

Third Sunday (Both Campuses)

- ❖ White Blouse
- ❖ Black Skirt
- ❖ White Smock (West)
- ❖ Black Shoes & White Hose
- ❖ Small earrings

Fourth Sunday (West Campus)

- ❖ White Blouse
- ❖ Black Skirt
- ❖ White Smock (West)
- ❖ Black Shoes & White Hose
- ❖ Small earrings

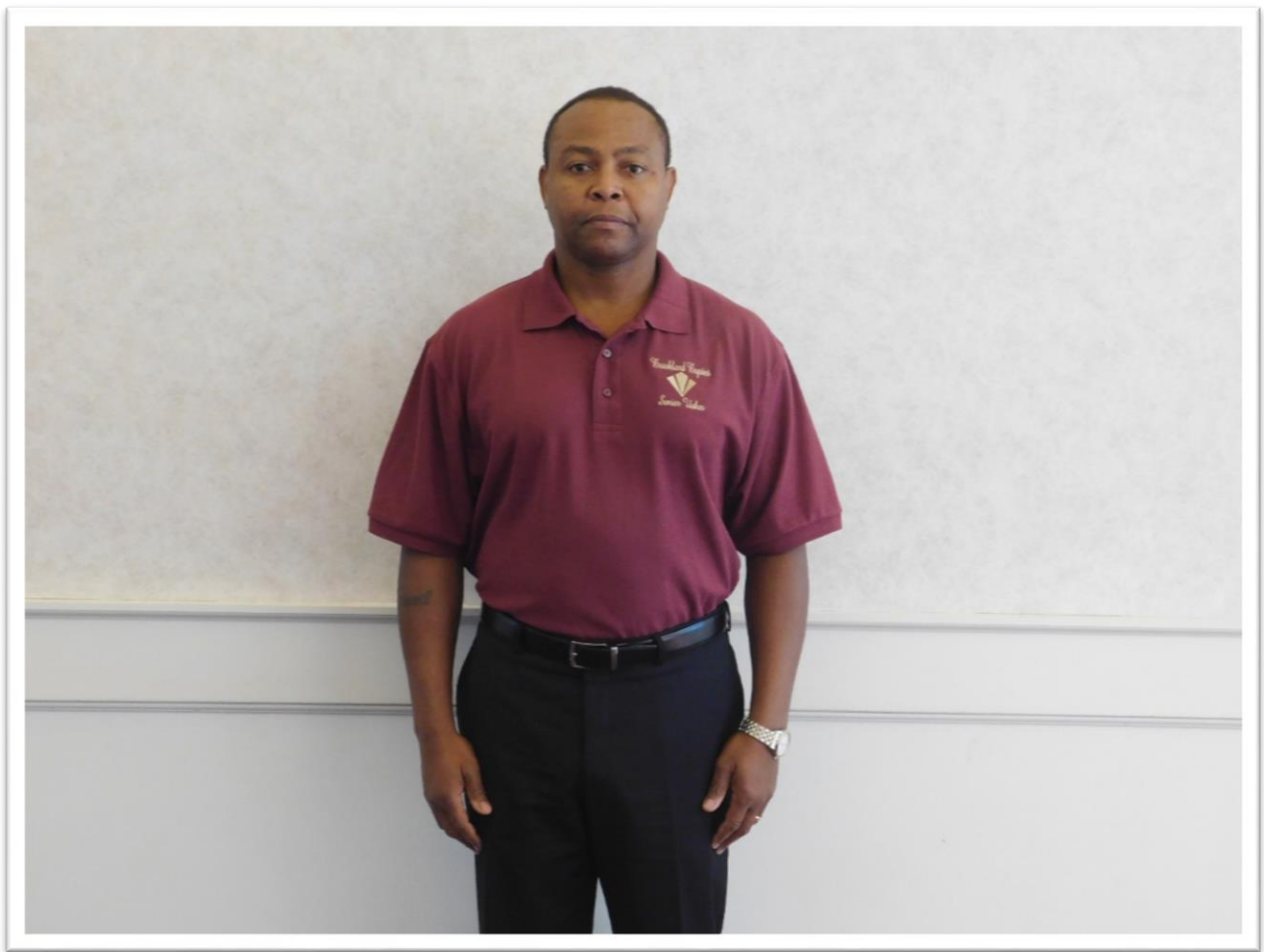
Senior Ushers Men's Black and White Uniform with Black Tie



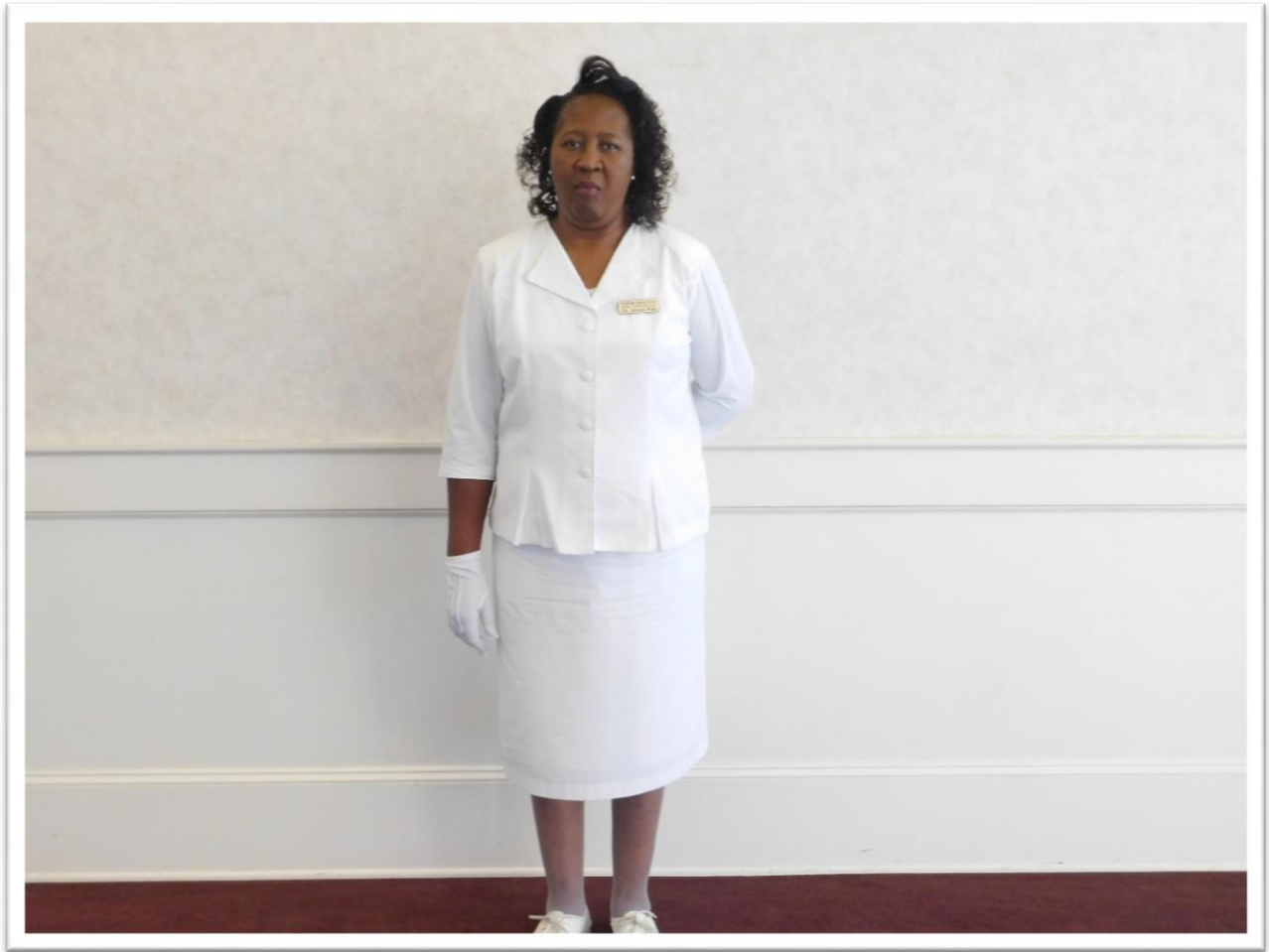
Senior Ushers Men's Black and White Uniform with Burgundy Tie



Senior Ushers Men's Black and Burgundy Casual Uniform



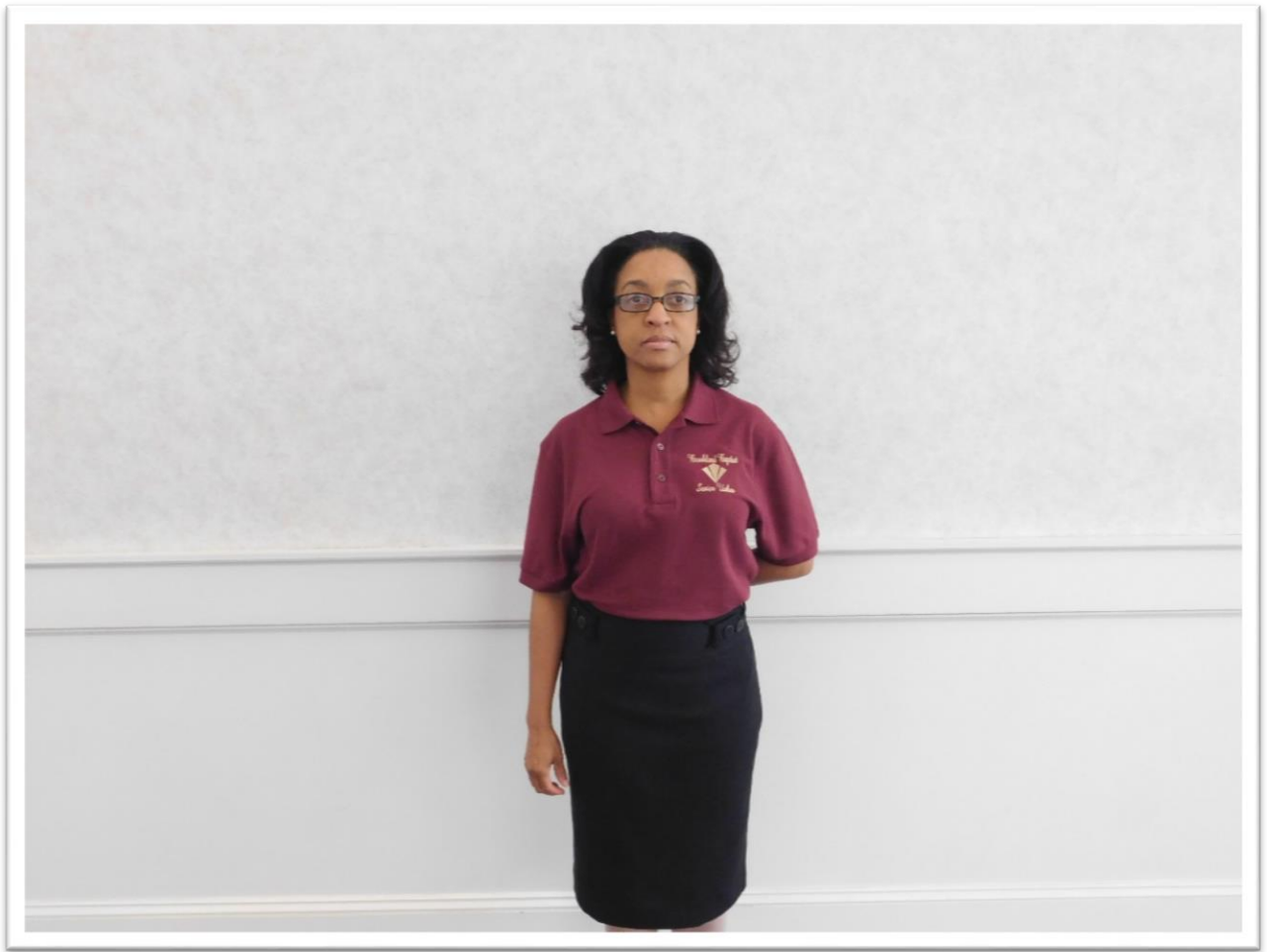
Senior Ushers Ladies White Uniform



Senior Ushers Ladies Black and White Uniform



Senior Ushers Women's Black and Burgundy Casual Uniform



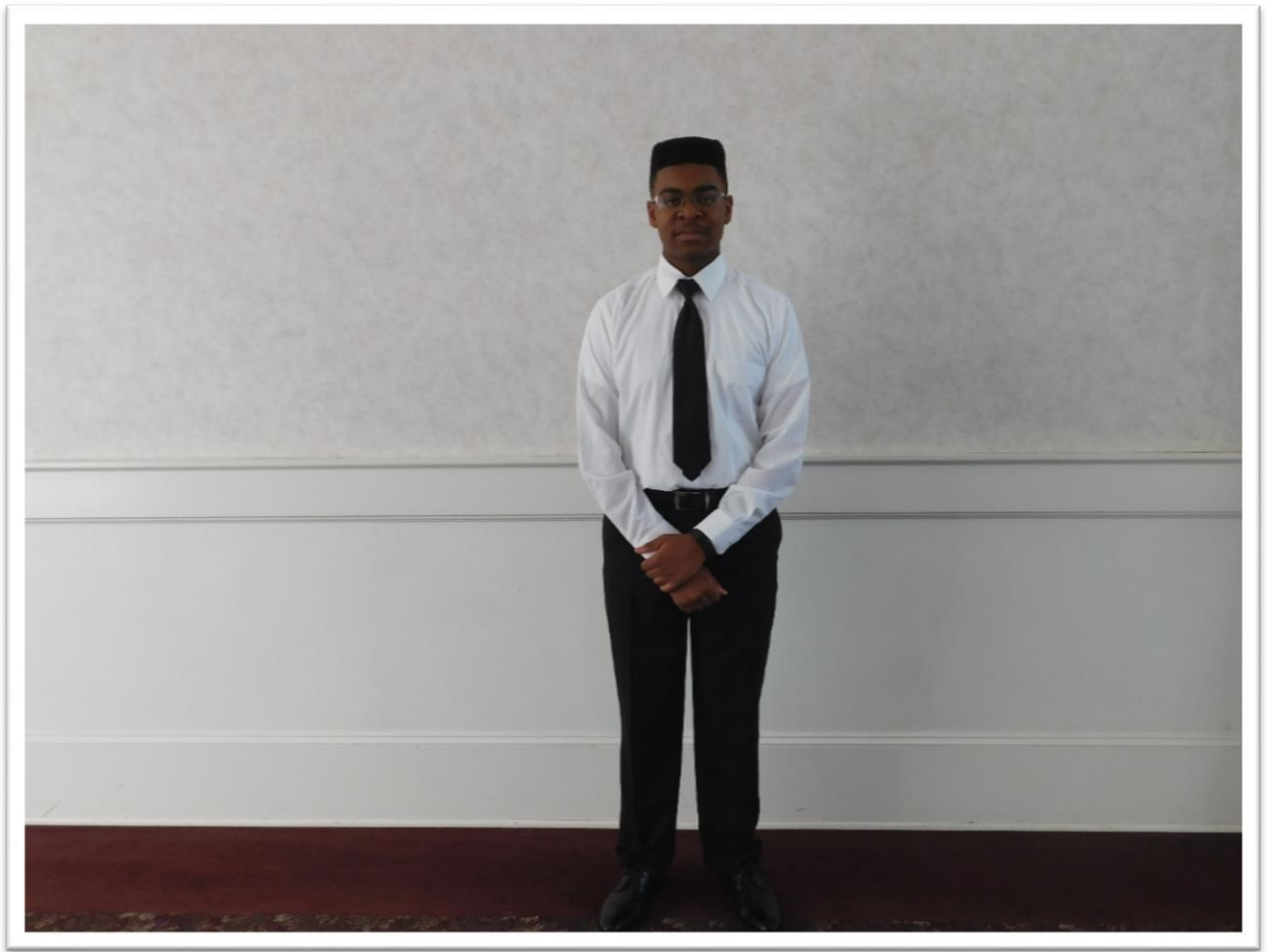
Young Adult Men Ushers White Lab Coat



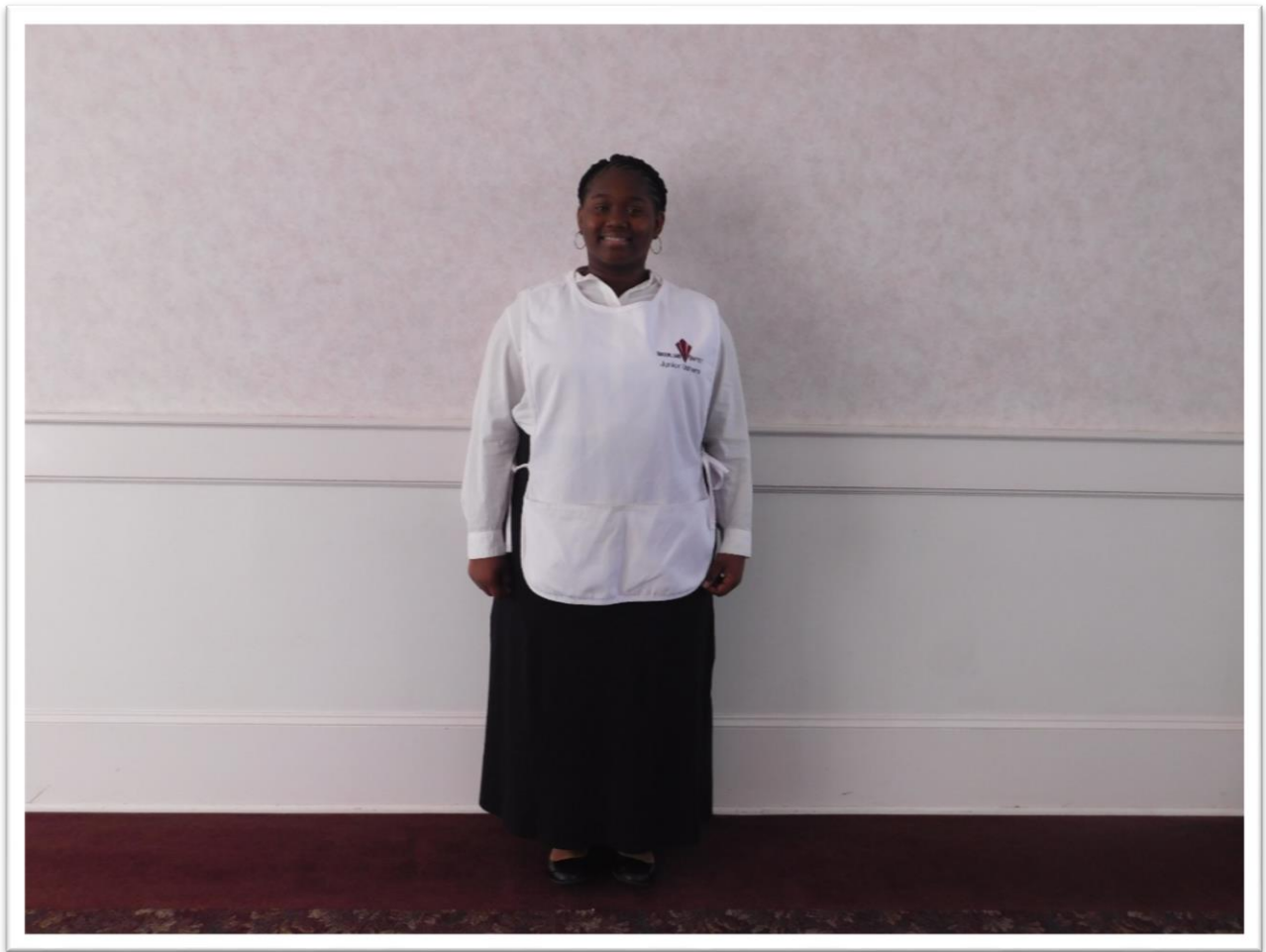
Young Adult Lady Ushers White Lab Coat



Junior Ushers Young Men



Junior Ushers Young Ladies



Service Responsibilities

Directing Usher

- ❖ Set the tone for the morning worship service.
- ❖ Check with Officers for special circumstances.
- ❖ Make sure the sanctuary is ready for worship service.
- ❖ Secure offering trays.
- ❖ Secure tithing/offering envelopes.
- ❖ Secure church bulletins/programs.
- ❖ Secure visitor's cards.
- ❖ Assign fellow ushers to a post.
- ❖ Guide worshipers to their seats with the assistance of the aisle ushers as they indicate the proper seating capacity.
- ❖ Announce visiting ministers to deacons before escorting to the pulpit.
- ❖ Perform any other duties and/or responsibilities deemed necessary to maintain order and reverence during worship services.
- ❖ Inform ushers of unusual or special circumstances (Ex. Third Offering).
- ❖ Be prepared to fill in wherever and whenever needed.

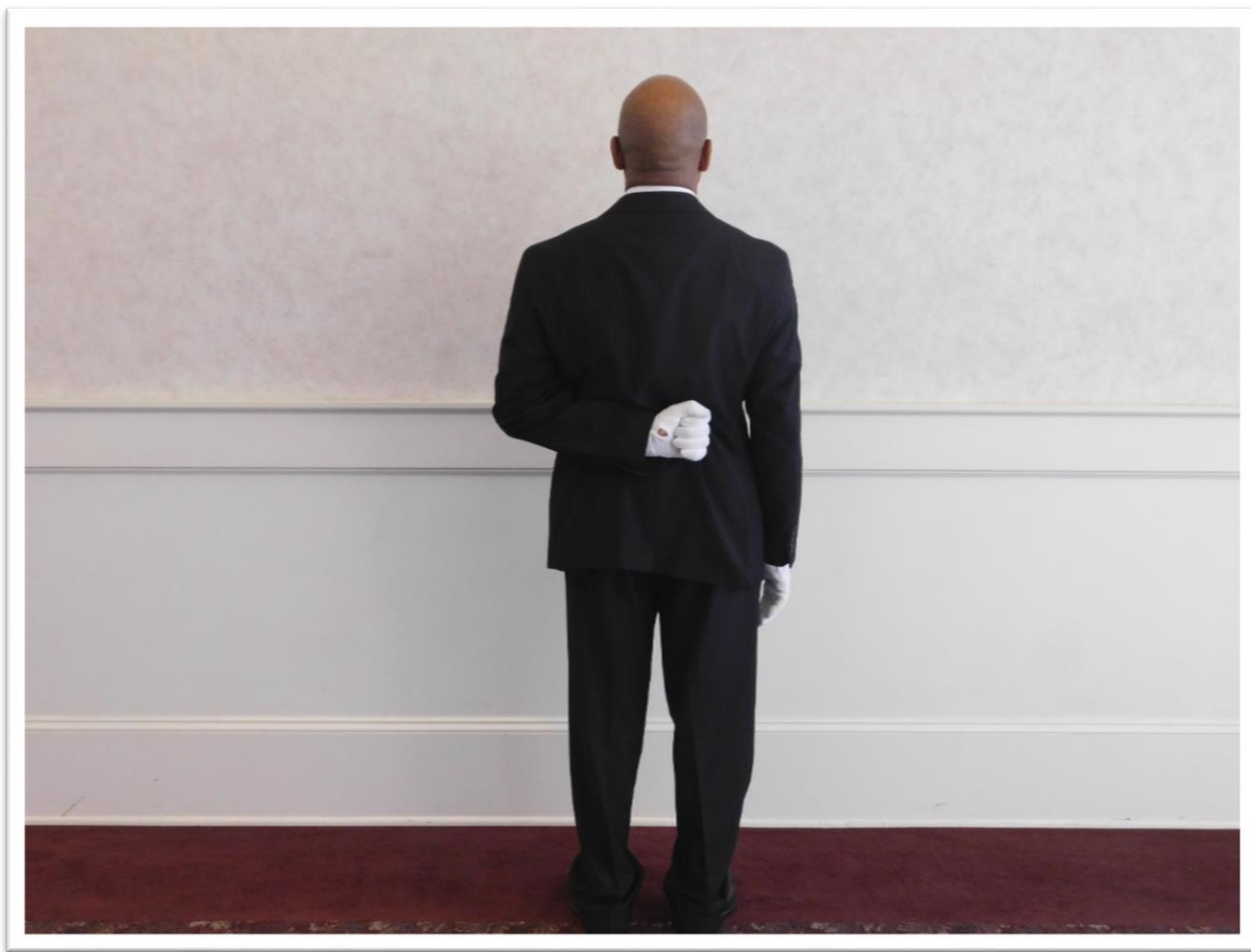
Usher

- ❖ Arrive to church 30 minutes before service starts.
- ❖ Be available to anyone in need of assistance.
- ❖ Make strangers feel welcome and at ease.
- ❖ Be alert at all times and be able to spot any signs of awkwardness.
- ❖ Respond or assist any crisis that may arise during worship service.
- ❖ Comply with the directions given by Directing Ushers or Officers.
- ❖ Hand out bulletins during the worship service.
- ❖ Assist with the taking of offering.

Service Position

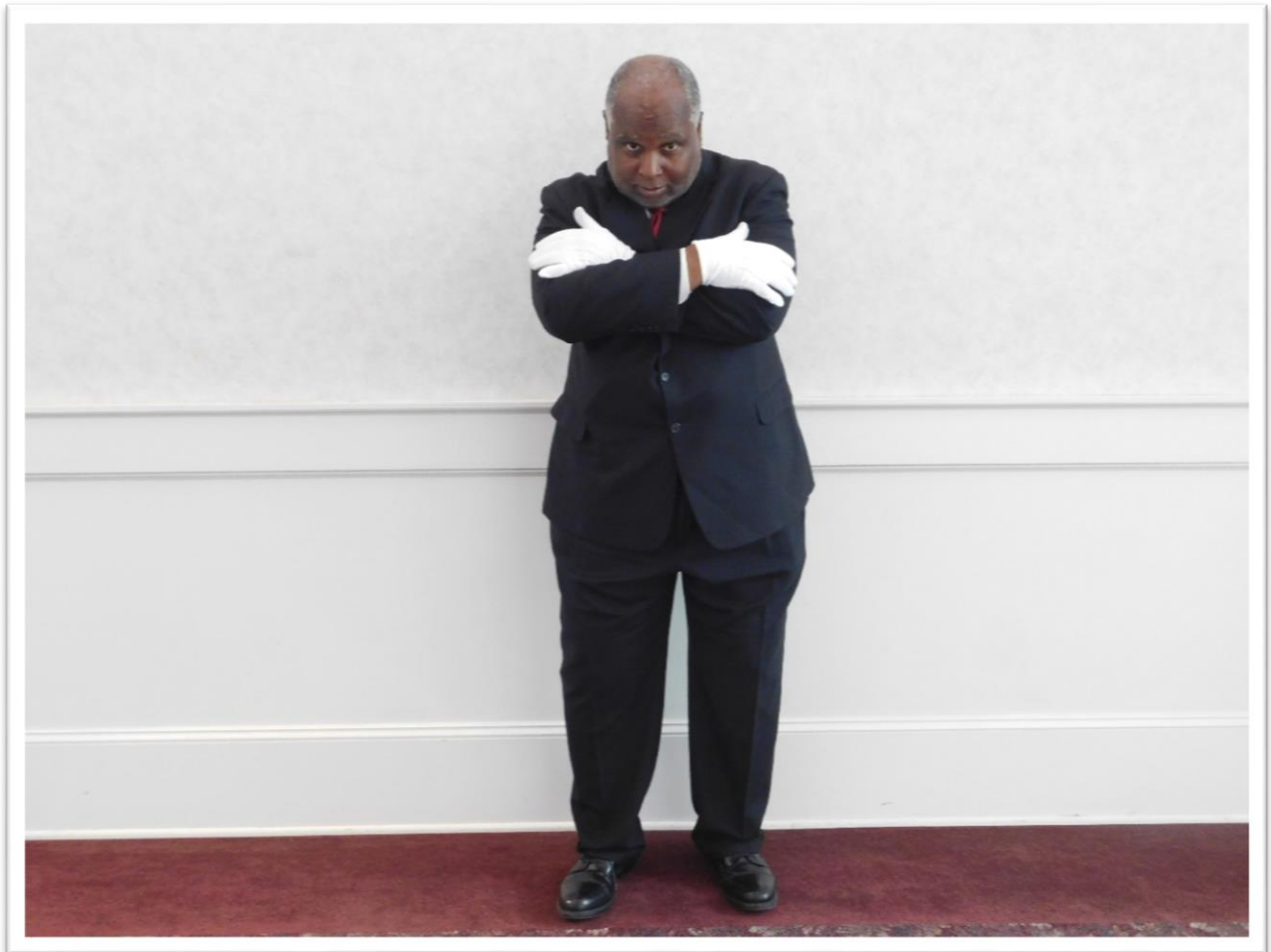
When inside the church whether standing or walking, all ushers must have their left hand and forearm across their back with the hand at the small of the back. The right arm straight down the side (the service position) is a mark of distinction showing that as ushers we go about our duties reverently.





Prayer Stance

During prayer, all ushers face the pulpit and fold the arms across the chest with the right arm over the left in a way that both hands can be plainly seen until the prayer is over. After prayer has concluded, hands go directly back to the service position.



Sanctuary Doors

When Doors are closed:

- ❖ Center Aisle doors - Call to worship
- ❖ Prayer
- ❖ Reading of Scripture
- ❖ Baby dedication Prayer
- ❖ Call to discipleship – Unless directed by directing usher or pastor
- ❖ During Communion – Unless directed by directing usher or pastor

When Doors are open:

- ❖ During devotional services except during prayer
- ❖ Announcements
- ❖ Pastoral observations
- ❖ When worshipers are entering and leaving at the appropriate times (Ex. Pastor's sermon)
- ❖ When worshipers are demanding or rude
- ❖ In case of an Emergency

The doors of the church are unsupervised during the Pastor's message. Worshipers are free to come in and out of the sanctuary at their will. However, if a child continues to run in and out unsupervised, the usher closest to that door should detain the child if possible in an effort to curtail the problem. In certain instances, be aware of possible situations when assisting small children to the restroom and water fountain is necessary.

Aisle Ushers

- ❖ Before call to worship, assume the position at the end of the pew at the back of the sanctuary facing fellow usher except for short aisles and center aisle.
- ❖ **Specific to West campus:**
 - After call to worship, ushers should remain at the back of the sanctuary facing fellow usher.
 - If worshipers don't need assistance with seating or there are plenty of available seats, aisle ushers will allow the worshipers to seat themselves.
 - As worshipers enter the sanctuary, the two aisle ushers will decide amongst themselves who will seat the worshipers as they enter the sanctuary. The aisle usher to assist with seating will walk down the aisle to find seats as the other aisle usher holds the worshipers and awaits signal to send the worshipers forward down the aisle to be seated. Once the worshipers are seated, the aisle usher will return to the back of the sanctuary prepared to seat other worshipers.
 - If multiple groups of worshipers enter the sanctuary at the same time, the two aisle ushers will both assist with the seating of the groups of worshipers.

- **Aisle Ushers** will face the pulpit during these parts of the service:
 - Morning Prayer (or anytime someone is praying)
 - The Choral Response
 - Apostles Creed
 - Reading of the Scripture
 - Baby Dedication
 - Once the offering trays are distributed
- **Center aisle ushers:**
 - Once service begins, face the pulpit and remain facing the pulpit.
 - Should not allow anyone to walk down the center aisle past the columns.
- ❖ **Specific to Northeast campus:**
 - **Center aisle ushers** should assume a position at the beginning of service 6 rows from the front.
 - Ushers posted at the last row in the back on the left and right sides.
- ❖ Observe the available seating in the pews.
- ❖ Focus attention on the directing usher in an effort to indicate seating availability at which time the directing usher will direct worshipers to the appropriate aisle usher for seating.
- ❖ Escort worshipers to the proper seat(s).
- ❖ Senior ushers go down the aisles on first, fourth and fifth Sundays.
- ❖ Junior ushers do NOT go down the aisles on second and third Sundays.

Aisle Usher's Back Pew Position before Call to Worship



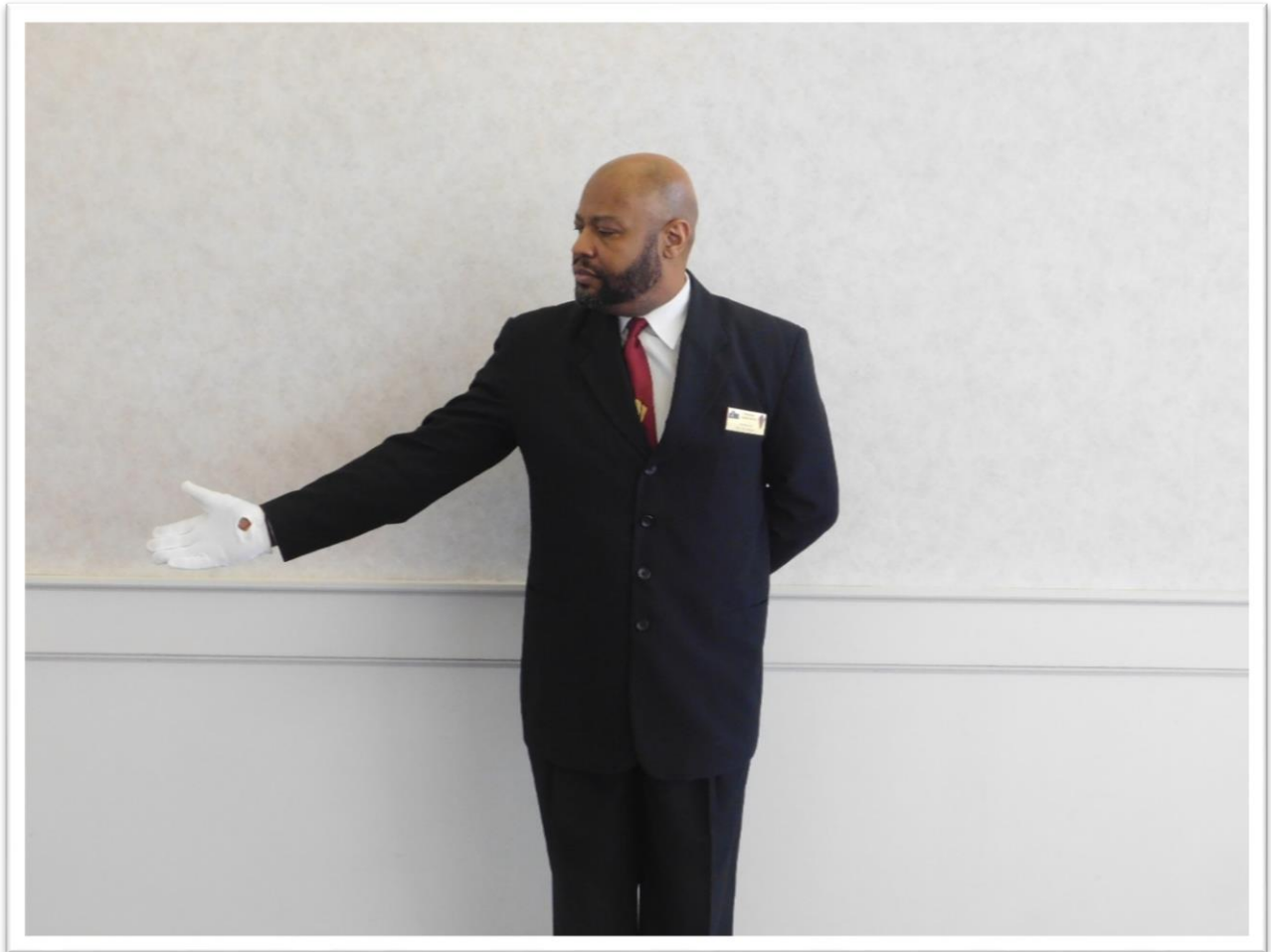
The Signal to Show Seats are Available

- ❖ If more than five (5), Left hand up, face high and palm out.
- ❖ If less than five (5), show the number of seat(s) by holding up the number of finger(s).



The Signal to Seat People

- ❖ Extend the hand politely keeping the elbow close to the body.



The Signal When a Section is Full

- ❖ Right hand raised face high with a closed fist.

Picture coming soon

The Signal to Send Someone for a Message

- ❖ Hold the first finger of the right hand about face high until you have the attention of the directing usher.



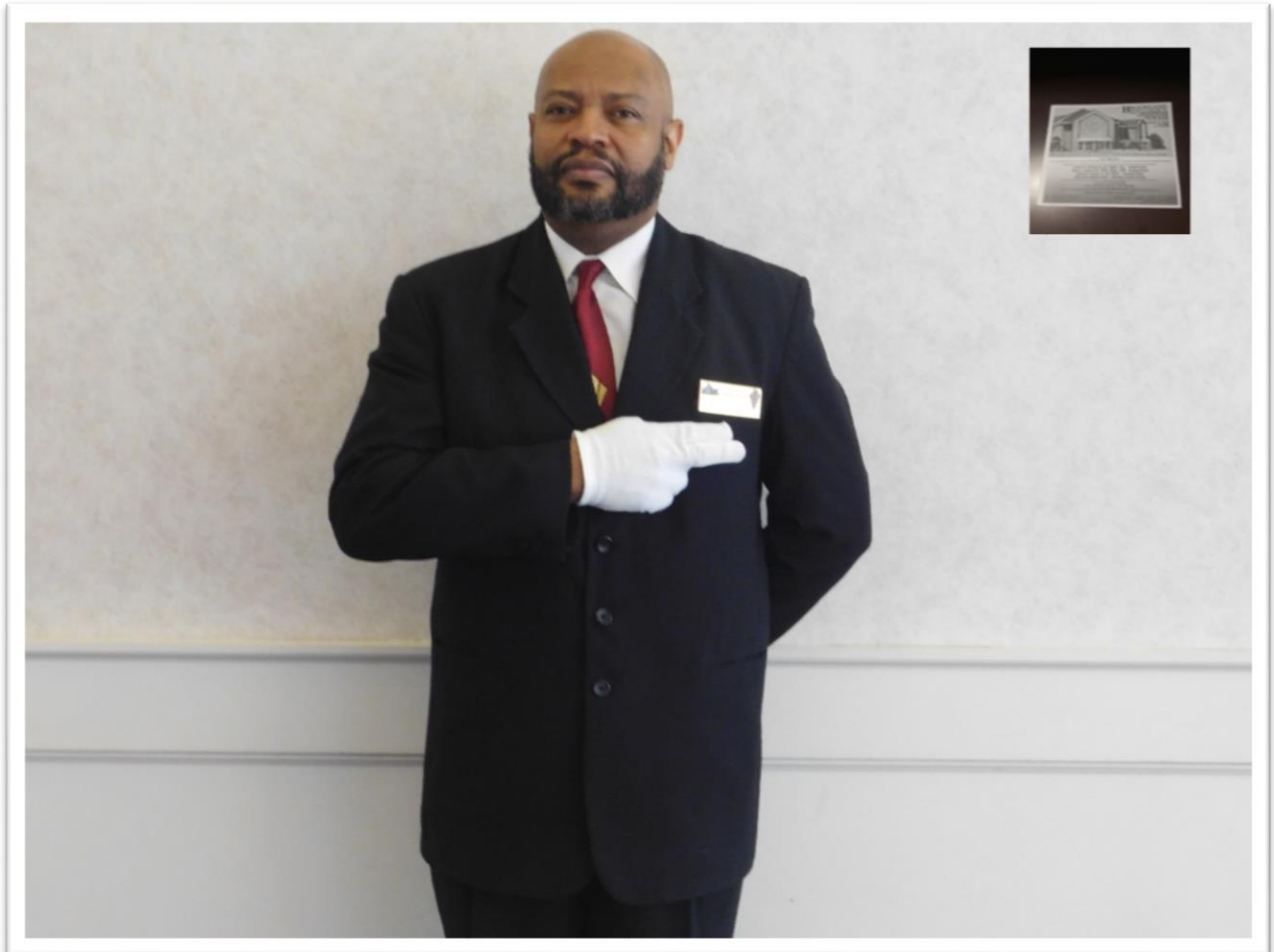
The Signal to Send Relief at Once

- ❖ Face the door and place one finger of the right hand straight across the chest.



The Signal for Church Literature or Program(s)

- ❖ Place the first two (2) fingers of the right hand straight across the chest.
- ❖ Brookland Star magazines are given out after service.



The Signal for Contribution Envelope(s)

- ❖ Place three (3) fingers of the right hand straight across the chest.



The Signal to get the Attention of a Nurse

- ❖ Place four fingers of the right hand across the forehead.



The Signal for Tissue

- ❖ Move the fingers of the right hand in a back and forth rubbing fashion until you have the attention of the Directing Usher.



The Signal for a Fan

- ❖ Wave the right hand back and forth near your face.
- ❖ **Once the Pastor starts his sermon, fans should only be passed out upon request by worshiper.**



Offering Signals

- ❖ Clinched fist – Do not move forward. Everyone is not ready to move. **Only the Directing Usher or middle aisle ushers should use this signal. For the Northeast campus, clinched fist is not used due to smaller sanctuary.**
- ❖ Holding up one (1) finger – Ushers lifting offering are now ready to move to the first pew (Long sections only).
- ❖ Holding up two (2) fingers – Ushers lifting offering are now ready to move to the second pew (Long sections only).
- ❖ Holding up three (3) fingers – Ushers lifting offering are now ready to move to the third pew (in long section) and middle aisle ushers are ready to start lifting offering.

The Proper Position for Offering

- ❖ The usher shall face the pew he/she is serving during offering while his/her tray is being passed by worshipers.
- ❖ After the tray has reached the opposite end of the pew being served, the usher should face the pulpit.
- ❖ The center aisle usher remains facing toward the side until everyone on their side is finished with their row. At that point, turn facing the pulpit and give a slight head nod to signal the other ushers to move to the next row.
 - **Note:** Ushers on the opposite side of center aisle ushers are to turn toward the pulpit once their row is completed.
- ❖ At no time should a worshiper or usher make change from the offering tray. Change should be made by a deacon or another designated church official.
- ❖ If a worshiper drops the tray, the ushers should stop the offering process for their line, get the attention of a directing usher, have the worshipers clear out the pew where the tray was dropped and place any dropped offering back into the tray. At no time should a worshiper put dropped offering back into the tray.

Balcony Ushering

- ❖ Balcony is opened when direction is given from the center aisle director.
- ❖ Worshipers should enter the sanctuary through the concourse doors closest to the center aisle at ALL TIMES.
- ❖ Direct worshipers through the center stairway at ALL TIMES to enter aisle balcony.
- ❖ Seat worshipers from the center outward.
- ❖ Programs, tithing envelopes, fans and offering trays are already in place in the balcony.
- ❖ Worshipers on crutches, canes, walkers and those physically unable to walk up the stairs should NOT be directed to the balcony.

- ❖ Communion is served in the balcony by the Deacons.
- ❖ Lifting Offering:
 - Ushers should start at the lower levels and move upward.
 - Only one offering tray is used if sections are not full.
 - If a section is full, two offering trays are used.
- ❖ After the Benediction, worshipers should exit the balcony from the side stairs.
- ❖ Ushers are asked to help prepare the balcony for the 11:00 am service.
- ❖ Be prepared to fill in wherever and whenever needed.

Emergency (Medical)

The word emergency means different things to different people. Health care professionals traditionally define a medical emergency as any traumatic injury or sudden illness that requires immediate intervention to prevent imminent organ damage or death. A broader definition includes any change in a patient that signals deterioration of his/her condition. If you include situations that patients perceive as emergencies the definition broadens still further.

Emergency situations include but are not limited to:

- ❖ Cardiac arrest (heart attack)
- ❖ Severe Hemorrhage
- ❖ Seizures
- ❖ Severe chest pains or difficulty breathing

Non-emergencies include but not limited to:

- ❖ Fainting
- ❖ Nose bleed
- ❖ Minor pain (headache, backache, cramps)

Emergency

If an emergency arises, please proceed in a Christian and professional manner, assisting in any way possible. An emergency might include but are not limited to shouting worshiper, crying baby, illness, pastor assistance.

Non-Emergency Situations

If a non-emergency situation shall arise, please consult the Directing Usher(s) before proceeding. Non-emergency situations might include but are not limited to securing unattended doors, handing out fans, offering envelopes, etc.

Spiritual State

When a worshiper is in a spiritual state, an usher should as cautiously as possible proceed to aid the worshiper. Be as spiritual and humble as possible and let the Holy Spirit have its way. If you observe physical harm to the worshiper in the spirit or harm to another worshiper, seek the assistance of the nurse.

Special/Unusual Situations

If a special and/or unusual situation arises during worship services, one that would normally require discussion in a special call meeting, a decision will be made by the president, and in the absence of the president by the director and assistant director jointly.

After Service Duties

- ❖ Ushers will make sure the sanctuary has been left in an orderly fashion.
- ❖ All Sunday programs and trash are to be thrown away.
- ❖ All fans will be returned to the containers in the back of the church.
- ❖ For the West campus, replenish the tithing envelopes in the pews. Northeast campus doesn't replenish tithing envelopes.
- ❖ For lost and found items, please give to directing usher and place in the lost and found cabinet (West) or usher's cabinet (Northeast). For the West campus, the lost and found cabinet is in the middle section.
- ❖ For both the West and the north east campuses, electronic devices should be taken to security instead of placing in lost and found cabinet.

Funeral Services

- ❖ The first Usher in attendance may begin to set up the church until the President or Directing Usher shows up.
- ❖ The President or Directing Usher in charge will take control of the services with the help of the Funeral Director.
- ❖ The President or Directing Usher should reserve the pews for the family, the flower bearers, and pallbearers. The reserved pews for the family are set up on the left as you enter the sanctuary starting from the first pew to the pole in the back. Flower bearers and pallbearers are placed to the right. The first four pews should be enough, unless the family has a special request.
- ❖ If available, programs should be set aside for Pastor and visiting ministers.

- ❖ The President or Directing Usher should check with funeral director for any special requests. All requests must be approved by Pastor. If request is to reserve seating, check with President or Directing Usher in charge.
- ❖ Before the funeral starts, the Ushers should form a walkway with two parallel lines facing each other at the back of the sanctuary for the procession of the ministers and the family.
- ❖ If the funeral is for an Usher, the Ushers will line up in two columns and walk down the aisle to pay their respect to the deceased Usher.
- ❖ When it's time for the funeral to start, the presiding minister and the family will line up at the back of the church in the middle section. At this point, two experienced male Senior Ushers will go down the center aisle to the front of the church. The first male Usher will face the section of the pews where the family sits. The responsibilities of this Usher are to relay any messages between the Pastor and the family, prevent anyone from entering the pulpit without the Pastor's approval and comfort the family when necessary. The second male Usher will face the section of the pews where the flower bearers and pallbearers sit. The responsibilities of this Usher are to relay any messages to the Pastor, prevent anyone from entering the pulpit without the Pastor's approval and comfort the flower bearers and pallbearers when necessary.
- ❖ When the presiding minister is in the pulpit and the family has been seated, two Lady Ushers will go down both sides of the aisle where the family is seated. The responsibilities of these Ushers are to comfort the family. Depending upon the size of the family and the availability of Ushers, more than two Ushers can be used to comfort the family. In the situation when lady Ushers are available and there are male Ushers, male Ushers can be used to comfort the family.
- ❖ The President or Directing Usher should constantly observe the Ushers that have gone down the aisle to determine when the Ushers should be replaced or if the Ushers need to give a message to the funeral director.
- ❖ When the Pastor gives his message to comfort the family, both the male and lady Ushers will return to the back of church.
- ❖ When the Pastor's message of comfort is almost finished, the two male Ushers will go back down the aisle to the front of the church to their previous positions. The two lady Ushers will not go back down the aisle.
- ❖ After the Pastor's message of comfort is complete and the Pastor is ready to lead the procession of ministers out of the sanctuary, the Ushers will align outside the sanctuary and form a walkway with two parallel lines facing each other for the family to walk through.
- ❖ The funeral director will direct the family and funeral guest out of the sanctuary. In some instances, the two male Ushers will also help in directing the family and funeral guest out of the sanctuary.
- ❖ In some instances, there aren't enough flower bearers and lady Ushers should be available to help carry out the flowers.
- ❖ After the funeral is over, Ushers should clean-up the sanctuary.