

PROTESTANT CHAPEL

Usher Training

I. Spiritual Aspects

- A. Must be saved the Bible way.
- B. Must be baptized by immersion.
- C. Must live above reproach.
- D. Separated.
- E. Responsible.
- F. Faithful.

II. Duties

- A. Prepare the auditorium for the services.
 - 1. Chairs are in order.
 - 2. Songbooks are placed in order.
 - 3. Lights are all on and if necessary, the fans too.
 - 4. Prayer slips are placed in the congregation's hands as they arrive.
 - 5. Have assigned places for ushers to sit in the auditorium. Four per service.
- B. Greet the people as they come in. Be friendly and wear a smile. If they are new, get their names so the pastor can greet them from the pulpit.
- C. Keep down all distractions. When the services have begun, only during congregational singing should people move to the front. There should not be any movement when the choir, special singing groups, or soloist are singing. There should not be any movement by workers, congregation, or visitors when the man of God is preaching. If a disruption happens, ask the person to come to the back to speak to him.
- D. When keeping order, do it with love and kindness.
- E. The sign-up sheet should start in the front after all the men arrive at the service, passing the sheet across the isles and toward the back.
- F. At the close of the service, wait until the people leave. Then put up the songbooks, pick up the debris and turn off the lights and the fans.

III. Your Responsibility

- A. You represent the Lord Jesus Christ and the church. Live accordingly.
- B. When others see you, they view you as a man who loves the Lord and our fellow man whether at church or away.
- C. Always be prepared to do your responsibility. Some once said, "the greatest responsibility is dependability" (1 Cor. 4:2; Col. 3:17; Ecc. 9:10).

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Greeter Training

Greeters must always make those attending feel loved, welcomed and above all that God loves them. The greeter is the first person they see upon arrival and the last when leaving. There are two kinds of greeters: the foyer greeter and the sanctuary greeter.

- I. **FOYER GREETER:** Obtains a box of Bibles from the chapel library and prepares to greet the congregation in the foyer.
 - A. Makes sure everyone feels welcome with a smile, hug or fist bump and a kind word.
 - B. Makes sure they have a Bible.
 - C. Turns the person over to an Usher for seating, while offering a Prayer Request Slip.
 - D. Remains in the foyer until all late comers arrive, then sits in the back of the chapel during the service.
 - E. Collects and returns Bibles to the library after services.
- II. **SANCTUARY GREETER:** Collects Prayer Request Slips and assists those who respond to the altar call.
 - A. Collects Prayer Request Slips to take up front to the person praying that day.
 - B. Assists those to the altar who raise their hands to receive Christ.
 - C. Helps lead responders to Christ if it's evident they are sincere and ready.
 - D. Writes down the new believers' information on a Prayer Request Slip, checking "Salvation" and noting date of salvation. Greeter then gives it to the proper Building Representative for follow-up in the building.
 - E. Insures that the new believer receives a "New Believer Bible Study" lesson 1 from the foyer clerk. Ask him to return it the following Sunday or to the New Christian Class for the next lesson.
 - F. Makes sure they have a Protestant Chapel Schedule and thank them of coming.