



# Highway Mission Tabernacle

NINETEENTH and GREEN STREETS

PHILADELPHIA, PA.

"The Church with a Warm Heart and a Welcoming Hand"

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## TEN HELPS FOR GOOD USHERING

1. Be on hand 15 minutes before the Service begins.
2. Get your assignment and go to it.
3. Have a pleasing countenance.
4. If your station is at one of the entrances introduce yourself to strangers, or folks you don't know.
5. Take everyone to a seat! (This means late arrivals, too, who stand bewildered at the rear of the Sanctuary. Go ~~at~~ once to these people and ask, "May I help you to a seat?" or "There's a seat right over here; follow me.")
6. Do not seat anyone during opening Introit:- or during periods of prayer.
7. Keep a constant check on vacant seats in your section so you will know right where ~~to~~ seat each person who comes to you. This is especially important after the Service starts!
8. At the time of the offering keep your eye on the head usher for signal to start down the aisle - before offering is received, and when it is time to return plates to altar!
9. At the close of the Service go to the strangers you see, or have met earlier, and ask them to sign our "Guest Register" in the corner vestibule.
10. Avoid all unnecessary talking and whispering before and during the Service!  
This is a must!!!!



## USHERS INSTRUCTIONS

Ushers should be at the Church at least half an hour before service time.

If for any reason you find it necessary to absent yourself from Church on a Sunday when normally you would be ushering, please try to give advance notice of the fact to your Chairman of the Committee on Ushering of that particular Sunday.

When ushering either our own parishioners or visitors to pews, it is good policy, for obvious reasons, to try to seat them as far front as possible, thus reserving pews in the rear for habitual late-comers or for those who inadvertently are late.

Do not overcrowd pews when seating worshipers except on Christmas Eve., Palm Sunday or Easter Sunday. Overcrowding is never conducive to physical comfort or spiritual refreshment.

As soon as you are able to recognize parishioners on sight, greet them cordially by name on their entering the church. This gesture of good-will tends to dissipate any notions that we are a cold, unfriendly lot.

A friendly smile and a cordial word of greeting serve as a splendid stimulus in getting people to attend church services with greater regularity. The church members expect this; the stranger thirsts for it. No church is too large or too small for this ministry of friendliness. The good usher is reverently friendly, of course, and not boisterously so.

Seating the people may not pose a problem at the evening service, but morning services require wide-awake ushers if the folk are not to be allowed to stand at the rear of the church with varied expressions of bewilderment, consternation and impatience registered on their faces. This affects the whole service and the congregation also senses the distraction. Timid worshipers who are left to wander about the church like lost sheep do not add ~~nothing~~ to the atmosphere of worship.

It is required of ushers that they should work quickly but should never find it necessary to rush. That lends a hurried atmosphere to the entire service.. If, for any reason, something should happen to the oil burner or any other equipment in the church that might cause fire, the ushers should keep calm and not all run to the basement. One usher is sufficient to go or a panic will be caused and it will be very hard to control the congregation.

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On your Sunday to usher we would like you to try to wear dark clothing if it is possible.

Under no circumstances should worship be disturbed during prayer or the reading of the Scripture for the seating of late arrivals. Ushers are responsible to ~~the~~ the church for any such disturbance and a person will hardly ignore the usher to take a seat if the usher kindly but firmly asks him to wait a moment.

The ushers should seek to provide for the comfort of every worshiper at all times. A Good usher will never wait to see how long the oxygen will hold out in a packed church before he provides ventilation. He will ventilate or turn on heat as necessary. Indefitably he goes about his work knowing that uncomfortable persons cannot properly.

We should always be on the alert for people getting sick and do what we can to help them.

In other words, one of the best "salesmen" of the church is the usher. He meets each worshipper who enters the door and he may add immensely of distract perceptibly from the impressiveness of the worship service.