

# CFC – USHER Procedures



Revised June 2025

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### Pre-Service

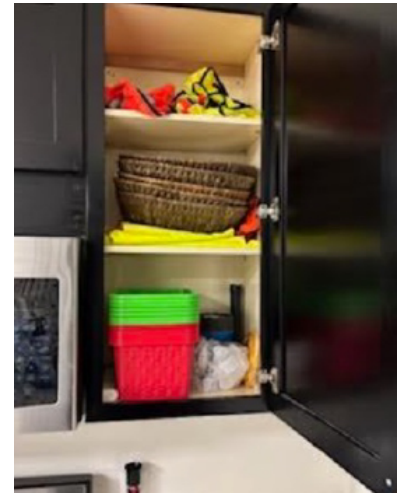
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#### Arrival and Check-in

- Arrive at CFC at 8:50am
- Check in and print your name tag using the Serve Team Check-in iPad at the Connect Center using your phone number.
- Attend Lobby Team huddle in lobby at 9:00am.

#### Offering Prep

- Set out green tithe baskets (located in the upper kitchen cabinet to the right of the stove).



#### Communion Prep (1<sup>st</sup> Sunday of the Month)

- Ensure all serve team members receive communion before the team huddle.
- Communion trays will either be set out upon arrival or in the kitchen refrigerator.
- After the huddle communion, collect and dispose of used communion cups in the trash.
- Red baskets and trash bags are in the same cabinet as the green tithe baskets.

#### Chair Pockets

- Ensure each chair pocket has connect cards, tithe envelopes, and two pens, neatly arranged.



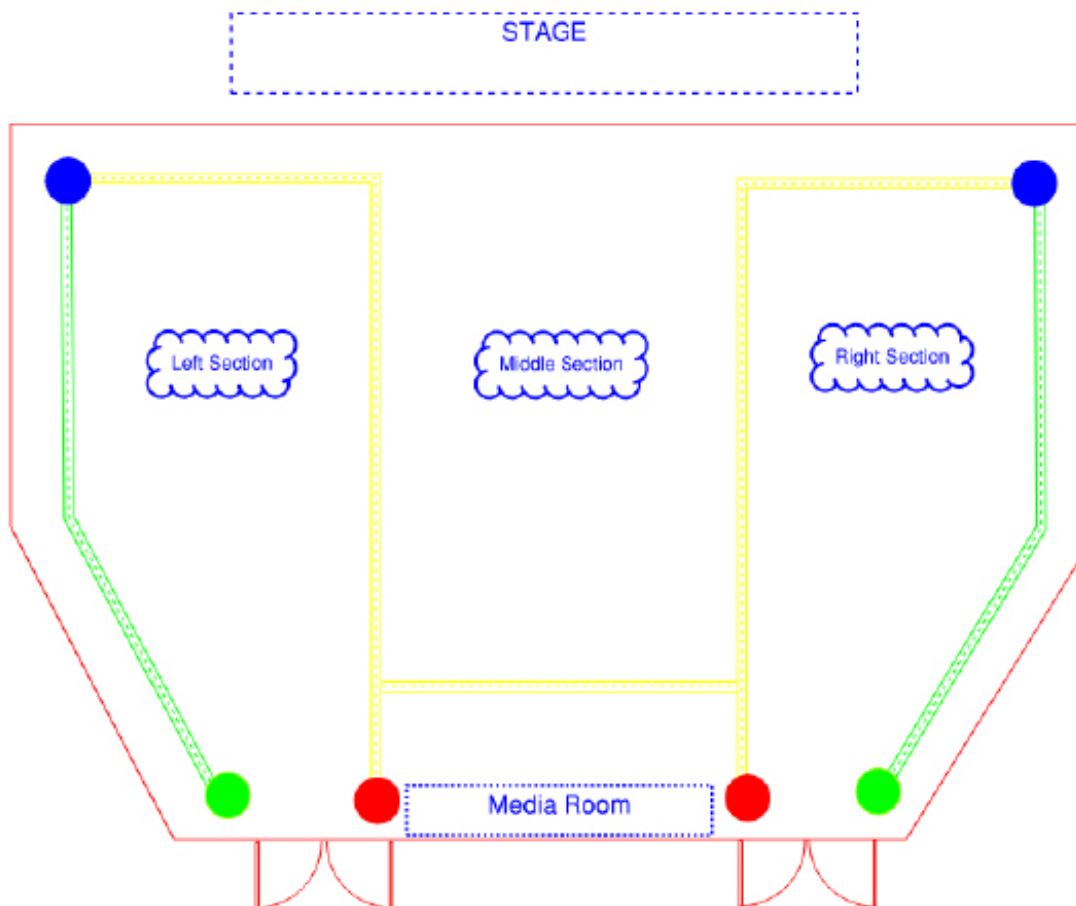
## During-Service

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### Start of Service

- Stand at the entrance of each sanctuary door with both doors open.
- Greet members as they enter the sanctuary.
- Assist members in finding seats, if needed.
- If communion is being served, ensure each member receives a cup as they enter.
- Close the sanctuary doors when the introduction song begins and stand on the lobby side of the doors during the first few minutes of worship.
- Move inside the sanctuary once most members have arrived but remain aware to greet and assist late arrivals.

### Sanctuary Layout



## Communion and Offering Procedures

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### Communion

- After the second song walk up and down the aisle to see if anyone needs communion elements. (The worship team will announce that we will receive communion after the third song).
- After the third song, while the pastor is talking about communion, walk up and down the aisle and give communion elements to anyone needing them.
- After communion, collect empty communion elements from each row.

### Offering Time

- Take a green basket and be ready to collect the offering after worship and announcements.
- During the Offering Prayer, move to the bottom corners of the sanctuary (blue circles).
- Use red baskets to collect communion trash before proceeding with the offering collection.

### Offering Collection - Left Side Usher

- Collect the tithe from Pastor Paul and Delia first.
- Follow the route: work back to the corner (blue circle), walk along the exterior wall to the double doors, then down between the left and middle sections.
- Collect any late tithe envelopes or connect cards from the left and middle sections.

### Offering Collection - Right Side Usher

- Start at the bottom corner (blue circle) and collect from both sides while working toward the double doors.
- Collect late tithe envelopes and connect cards from the right and middle sections.
- After both ushers finish collecting, meet at the Connect Center in the lobby.

# Recording Offering Procedures

## Counting Location

- Wait at the Connect Center for a Security team escort to the back office
- Ensure office doors are shut before sorting money
- Offerings must be counted by at least two ushers

## Sorting and Counting

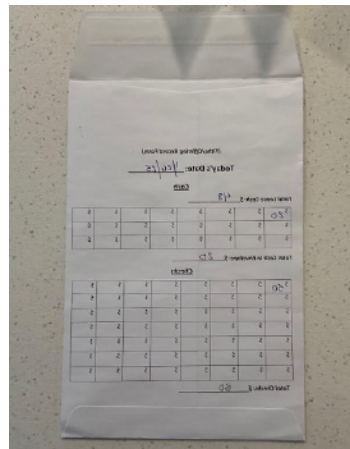
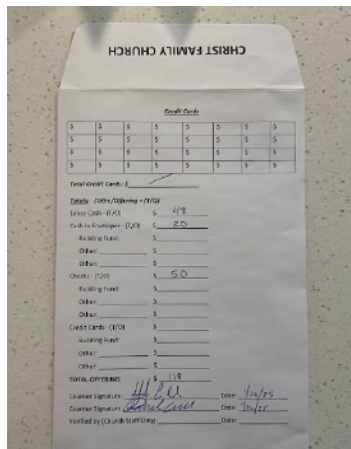
- Use a Main Envelope from the wall folders in the office
- Separate loose cash, loose checks, envelopes, and connect cards
- Count loose cash and record the total on the "Loose Cash" line of the Main Envelope
- Open envelopes, count the contents, and return them to the envelope
- Write the total amount on the envelope with the donor's name
- Notate any designations (e.g., "Building" or "Other") with the amount

## Record Totals

- Write totals from envelopes in the Main Envelope under "Total Cash in Envelopes" and "Total Checks."
- Transfer totals to the front of the Main Envelope and calculate the grand total
- Verify totals with another usher and sign the envelope
- Place all cash, checks, and envelopes in the Main Envelope and secure it in the safe

## Connect Cards

- Place connect cards in the folder labeled "Admin"



# Recording Headcount

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## Attendance Headcount

- Use the "Headcount" app (linked to Planning Center Online)
- Option: If using a paper sheet, give it to the head usher to record in the app.
- Ask for assistance in setting up the app or using an iPad from the Connect Center.
- Assign ushers to count rooms in Zone A and Zone B.
- Count only one room per usher to avoid duplication.

## Zone A Rooms

### Sanctuary

- Sanc: Left
- Sanc: Center
- Sanc: Right
- Stage/Media (includes all those on stage, in the sound booth, green room, and production room).

### Lobby

- Lobby (anyone in lobby)
- CFC Café
- Other (anyone not in a designated room, such as the kitchen)

## Zone B Rooms

### Kids Rooms

- R1: 3m-17m
- R2: 18m-2yrs
- R3: Pre-K
- R4: K-2<sup>nd</sup>
- R5: N/A
- R6: Pre-K
- R7: 3<sup>rd</sup>-5<sup>th</sup>
- R8: Youth Rm (enter through the outside door)

### Post-Service

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#### Dismissal

- During the closing song, position yourself at the sanctuary doors
- Open the doors once the pastor dismisses to allow members to exit

#### Trash Collection

- Wait until most members have left the building before collecting trash
- Replace trash bags in these areas:
  - Sanctuary
  - Lobby
  - CFC Café
  - Kids/Youth rooms (teachers leave bags outside class door)
  - Place all trash bags in the large kitchen garbage bin.