

St. Vincent's Cathedral

Ushers Meeting Summary

The following are subjects covered in the Usher's meeting on Sunday, July 9, 2017.

1. Dress Code. Effective immediately, the Ushers are encouraged to dress more casually (business casual). You can still wear a tie, but the goal is to present a more relaxed approach.

A visitor to the Church makes their decision whether they will come back or not in the first 5 minutes. You're the first person they will meet – what impression do you want to make? Think about that and treat visitors how you would like to be treated.

2. Usher Team Captain.
 - A. An updated Usher contact sheet is in process of be updated and will be distributed to each Usher. If you are the Team Captain for an upcoming Sunday, it is recommended that on Friday, remind your team what service they will be Ushering.
 - B. For each service, select one member of the team to be the designated Greeter. As a Greeter, look for visitors and welcome them to St. Vincent's. There are now new SVC coffee cups on the table available to give away to visitors along with a Visitor package.
 - C. At least one Usher should be outside the Church entry to greet and welcome. It's not obvious to a visitor where you enter the Church.
3. More Ushers. Be on the lookout. If you know anyone who might enjoy this act of service, particularly husband and wife team, let me know.
4. Usher Positions. New visitors to St. Vincent's may not know where the actual sanctuary is located. There should be 1 – 2 Ushers outside so that they are visible to anyone coming into the Church from any direction. They should pass out bulletins, smile & greet and open the door for those entering the Church. Remember, a visitor typically makes up their mind if they are going to like us or not based on the first 5 minutes – so make a good impression.
5. Medical Emergencies. Always be alert for someone having a medical emergency. Go to their aid immediately, have another Usher look for anyone with medical expertise in the Church; one Usher should immediately get the first aid kit (located in the copy room by the Church Office) and the AED (located in the corner by main entry). If you are uncertain about the condition of the individual, call 911. Don't take a chance.
6. Other.
 - A. 9AM Ushers should see if the Mission Breakfast Team needs any help getting ready for an event in the Parish Hall or fellowship between services.
 - B. You will find pencils, visitor or donation envelopes in the Usher Closet. Please be vigil and refill as needed.

Mike Polley, Usher Captain
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Making Jesus Christ known in all that we do.