

USHER TEAM  
CHARTER, POLICIES and PROCEDURES

**MISSION:**

The Usher Team, hereafter called the Team, shall serve Trinity Baptist Church, in the capacity of greeter and seat escort.

**FUNCTIONS:**

The duties of the Team shall include the following:

1. To greet and welcome members and guests at Sunday morning service and other church functions (i.e. funerals, candlelight service, etc.) as called on by Deacon Chair or church staff.
2. To escort members and guests to available seats.
3. To arrive to the service or event (30) thirty minutes prior to scheduled start time of the service or event.
4. To assist the Deacon body in taking up the offering during service as directed by the Deacon Chair, highest-ranking deacon officer, or church staff at the time of service.
5. To assist the Deacon body during the Lords Supper by serving the elements to balcony members/guests and back (8) rows of sections A, B, C, D, and E on the main sanctuary floor.
6. To assist other church teams by distributing team information items prior to the start of the service to members and guests.

**COMMITTEE PERFORMANCE:**

As needed, but not less frequently than once a year, review and recommend changes to the Team policies and procedures and addendum (if applicable) for approval by the Church.

**DURATION:**

The Team shall continue in existence indefinitely until terminated by the Church body.

**TEAM LEADER:**

The Team Leader shall be nominated by the Ministry Matching Team and approved by the Church body . If the Team Leader is unable to attend a Team meeting, the Team Leader shall designate a vice chair of the Team to lead the meeting.

**TEAM CO-LEADER:**

Assistant Team Co-Leaders, referred to as “Usher Vice Chairs”, shall be chosen by the Team Leader and sitting vice chairs and are not to exceed four (4) Usher Vice Chairs.

**TEAM MEMBERSHIP:**

To effectively carry out the mission of the team, it is recommended that the team have at least 15 members to serve on the team. The assigned staff liaison shall be a non-voting member.

**MEETINGS:**

The Team meets every Sunday morning, thirty (30) minutes prior to the beginning of service, in

the Foyer of the Main Sanctuary. This meeting is referred to as the regular standing meeting of the Team. Other meetings of the Team may be called at anytime by the Team Leader or any other two members and such meetings are referred to as the business meetings of the Team. Notices of business meetings shall be delivered to the Church office by the Team Leader or Team Members calling the meeting to be placed on the master church calendar at least five days prior to the meeting. A majority of the members of the Team shall constitute a quorum for the transaction of Team business. All Team business meetings shall be open to Church members and invited guests, except for those matters which may require an executive session. Participation in Team deliberations, however, shall only be by invitation of the Team. A minimum of (2) two business meetings will be held each year.

**MINUTES & REPORTS:**

The Team may designate a person to summarize the proceedings of the Team's business meetings. The records of the Team shall be delivered to the Church Business Administrator to be retained in accordance with the retention policy established by the Church. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate. Only minutes of business meetings are taken.

**EFFECTIVE DATE:**

This Charter was approved by the Church to be effective \_\_\_\_\_,2008, and shall govern the operation of the Team hereafter.

USHER TEAM  
MEETING SCHEDULE AND PRIMARY AGENDA ITEMS  
ADDENDUM

The business meeting schedule and primary agendas for such meetings are described below.

<u>DATE</u>	<u>PRIMARY AGENDA</u>
All business meetings:	
*December 15 <sup>th</sup>	To be determined.
*May 15 <sup>th</sup>	To be determined
* Exact day to be announced. Based on Calendar year, availability, etc.	
All Regular Standing meetings:	
(30) Minutes prior to the start of Service, <u>every</u> Sunday of the year	Special Instructions and Prayer

THE END