

RULES AND REGULATIONS FOR THE BOARD OF DIRECTORS

1. The Board of Directors shall meet approximately once per month, or as required to conduct regular Board business. Dates of regular meetings shall be determined by Board members at least five days prior to the meeting.
2. Special Board meetings may be called by the President, or by three members of the Board by giving at least 48 hour notice to each Board member.
3. Emergency meetings may be held without prior notice by majority consent of the Board.
4. Any business conducted non-personally (e.g.email) must be recorded in the minutes of the next meeting.
5. Three members of the Board shall constitute a quorum.
6. Any action of the Board requires a majority vote — three members.
7. The Board shall establish or retire committees as needed to conduct the affairs of the church, as well as hiring/firing employees and contractors.
8. The newly elected board shall convene at least one month prior to the new church year to prepare for the new year.
9. The Board of Directors shall be responsible for establishing Rules and Regulations for themselves as well as for Readers, President, Treasurer, Clerk, Sunday School Superintendent, Officers, Meetings and Elections.

approved 2/2/20

RULES AND REGULATIONS CARE COMMITTEE

Committee members are expected to support the work of the committee metaphysically as well as the work of the Church and Cause as a whole.

The committee shall be alert to assist individuals in need.

- Telephone and visit those who are not actively attending church services and/or requesting visitation.
- Read the Lesson-sermon, and/or give literature and/or CDs if requested.
- Assist with transportation when requested for church meetings or meetings, if possible
- Individuals may be assisted by the Care Committee when contacted by the individual member.
- Ask if an individual in need wishes the congregation to be notified of their situation.
- Telephone or write a note of encouragement when requested by the Board of Directors or by an individual.

APPROVED 7/11/15
" 2/1/20

RULES AND REGULATIONS FOR CLERK
(See ART. ~~XIII~~ of By-Laws)

1. The Clerk shall:

- a. Keep a record of the proceedings of all meetings of the Board of Directors and of the Church and shall present these records at their respective regular meetings.
- b. Handle all outgoing and incoming correspondence, membership applications, and perform other clerical duties under the supervision of the Board.
- c. Keep a list of members.
- d. Issue letters of release of church membership upon request of the Board of Directors.
- e. Give to the membership a list of those members eligible for election to the various offices at least five days prior to the election.
- f. compose and give to First Reader all announcements to be read from the desk.
- g. Follow procedures and outlines listed in the blue book in the Clerk's desk.

APPROVED 4/11/15
2/1/20

RULES AND REGULATIONS FOR ELECTIONS: (See Art. VI of the By-Laws)

1. Campaigning shall not be permitted for election of either members or officers.
2. In voting for Readers, the members may prayerfully consider the following citations: "Science and Health with Key to the Scriptures," page 235: 7-10, 29-32
3. A retiring member of the Board is eligible for reelection.

4. Balloting

Voting for Readers and Board of Directors shall be by ballot without nomination. A two-thirds vote of those present and voting shall be necessary to elect. After the second ballot, all candidates shall be dropped from the voting except the three having the highest number of votes. After a third ballot, the two candidates having the highest number of votes shall be retained. Failing to gain a two-thirds vote of those present and voting on the fourth ballot, both candidates' names shall be dropped and the balloting begin again according to the above procedure.

Modified 2/16/19

Rules and Regulations
Finance Committee

1. The purpose of the Finance Committee is to advise and respond to inquiries from the Board of Directors regarding the management and oversight of the investments of the First Church of Christ, Scientist, Allentown.
2. The Finance Committee will submit to the Board of Directors a monthly financial statement which reports the activity and performance of the church's investments.
3. The Finance Committee will implement actions as authorized by the Board of Directors with regard to the financial investments of the church.
4. The Finance Committee will meet quarterly or sooner if required to review the church's financial investments and make any recommendations deemed reasonable to the Board of Directors for their consideration and authorization.

Flower Committee

Rules and Regulations

Committee members are to metaphysically support the work of the Committee and the cause of Christian Science as a whole.

1. The Committee shall ensure that appropriate floral arrangements are provided for the auditorium for Wednesday and Sunday services. Smaller floral arrangements to be displayed in the foyer are greatly appreciated but not required.
2. The Committee shall request from the Board of directors petty cash as needed to meet minor expenses. The reason for the request and the amount desired should be included in the request to the Board.
3. Fresh floral arrangements for the auditorium for Christmas and Easter should be purchased after Board of Directors approval of the expenditure. Submit an estimated amount of the expenditure to the Board with the request.
4. Committee members shall water and maintain as required any live plants displayed in the auditorium or foyer.
5. Committee members shall receive, arrange and place flowers that are ordered for special events such as lectures.

REVISED 2015

Rules and Regulations for the Lecture Committee

1 The Lecture Committee is appointed to serve from July 1 through June 30 to coincide with the recommendations in the Church Manual under Board of Lectureship, page 93.

Committee members should be familiar with guidelines for lectures in the Church Manual on pages 93-94.

2 The committee shall obtain approval from the membership at the annual business meeting to conduct at least one lecture for the upcoming church year.

3 The committee shall research lecturers, locations, dates, and expenses, and shall submit such proposal to the Board of Directors outlining their lecture plans.

4 The committee shall handle all correspondence with the lecturer, the location, and The Mother Church, and shall submit all necessary paperwork in a timely manner.

5 The committee shall provide a Fruitage Report to the Board and to the membership following the lecture(s).

APPROVED 1/31/15

RULES AND REGULATIONS FOR MEETINGS

Order of meetings:

- x 1. Short Readings by President
- x 2. Reading by the Clerk "Daily Prayer," (Manual, ARTICLE VIII, Sec. 4)
- 3. Minutes of previous meeting(s).
- 4. Announcements
- 5. Reports
- 6. Old Business
- 7. New Business
- 8. Repetition of 6th Tenet
- x9. Adjourn

Notification of meetings:

- 1. Announcement from Desk at three services prior to meeting
- 2. Each member shall be given a written notice (which includes emails) at least five days prior to the meeting stating the nature of the business to be transacted.

Minutes of Membership meetings will be sent to every member within a month of the meeting (Board 12/10/16}

Actions taken a Board meetings will be conveyed to tye chairman of the appropriate committee for action. (Board 12/10/16)

x - Special meetings

approved 4/11/15

RULES AND REGULATIONS
MEMBERSHIP COMMITTEE

1. The Membership Committee shall be familiar with and obedient to the provisions of Article V, sections 3, 4, 5, 6 and 7 of our church By-Laws.
2. An applicant for membership in the Allentown church shall obtain an application form from the Clerk along with a copy of the By-Laws. These shall both be returned to the Clerk when the form is completed.
3. The Clerk shall forward all applications for membership to this committee. A letter of release from a former church connection must be included when available.
4. The Chairman shall set a date for the committee to interview the applicant.
5. The Chairman shall forward a letter of recommendation to the Board if the committee approves the applicant.
6. If the Board approves the applicant, the applicant shall be voted upon by the church membership per By-Law Article VI, Section 1.
7. A welcoming letter will be sent to applicants by the Clerk after they have been voted in. The chairman shall arrange a Sunday when the new members will sign the Book of Membership after the service.
8. An applicant shall be free from the use of tobacco, alcohol and drugs. They shall strive to be free of medication, and shall demonstrate a willingness to rely on Christian Science for healing.
9. An applicant who is a member of the Mother Church, a Christian Science Sunday school, and/or college org and/or is transferring from another Christian Science Church may be considered for membership after attending the Allentown Church for two months.
10. An applicant who has never been a member of a Christian Science church, Sunday School or college organization may be considered for membership after attending the Allentown church regularly for six months.
11. To complete the application, applicants shall obtain the signatures of two members of the Allentown church.
12. Sunday school students from the age of 12 may be considered for membership. Those under 18 shall submit parental signature granting permission to apply.
13. All committee members shall study and consider the application prior to the meeting with the applicant. The members shall be familiar with the excerpt given below of a letter from The Christian Science Board of Directors in the Christian Science Sentinel of January 20, 1940.

"Interviews for membership have a twofold purpose: first, to determine the readiness of the applicant for membership; secondly, to spiritually strengthen, fortify, forewarn and forearm him so that he may become an intelligent, alert member of the Christian Science Church. This purpose is not accomplished in an atmosphere of austerity, nor by questions so numerous that they amount to cross-examination. The interview is not for the purpose of finding out what the applicant does not know about Christian Science, but rather to help him to understand it more fully, and to love it more genuinely. An applicant for membership should be versed in the rudiments of Christian Science, but not necessarily conversant with its deeper metaphysical aspects. If he is not clear as to these rudiments, the committee should be able to dispel his misconceptions and lift his thought into a realization of the ever-presence of God and of man's relation to Him."

Revised 6/19/72

Revised 12/22/00

Revised 3/23/2015

Revision submitted 12/12/15

revised by Board 1/9/16

MUSIC COMMITTEE RULES AND REGULATIONS

"...I want not only quality, quantity, and variation in tone, but the unction of Love. Music is divine. Mind, not matter, makes music; if the divine tone be lacking, the human tone has no melody for me."

Mary Baker Eddy 1900 11:13

1. The music committee shall pray for the music before and during each service. Animal magnetism cannot obscure the message and purpose of the music, disturbing the thought of the musicians and thus their quality; corrupting our instruments; keeping musicians from their place via weather, illness, etc.
2. Musicians, both regular and substitute, shall be chosen by the members of the Music Committee in an open audition. A report on the audition and the committee's decision(s) will be sent to the Board.
3. A list of three or four soloists and three or four keyboard artists with current contact information will be maintained and available for substitutes.
 - a. Musicians shall arrange for their own substitutes from the approved substitute list.
4. Music Committee members will select two or three solos which support the subject of the lesson from the approved repertoire for each service.
 - a. Each committee member shall be responsible for selecting the solo for at least one service a month.
 - b. Committee chairman will give the solo recommendations to the soloist and the accompanist two or three weeks prior to the service at which they will be performed.
 - c. The soloist will make the final solo selection from the recommendations received from the Music Committee.
5. Music Committee will review and approve new solos to be added to the approved repertoire.
6. Music Committee is responsible for keeping the instruments in tune and in proper working order.
7. Music Committee will meet as required to properly conduct business.

approved 1/31/15

(over)

MUSIC COMMITTEE GUIDELINES

1. Criteria for musicians:

- a. Musicians shall be musically proficient.
- b. Soloists shall have clear, understandable diction. The soloist will be made aware of the importance of the words of the solo and their understandability for the congregation.
- c. Instrumental prelude music shall be a background in nature and conducive to the prayerful attitude of the congregation. The final prelude selection and the postlude may be more joyful and a praise to God.
- d. There shall be a proper balance between the soloist and the accompaniment such that the soloist may be clearly heard and understood by the congregation.
- e. The soloist and the organist shall be professionally attired.

Approved 1/31/15

RULES AND REGULATIONS FOR OFFICERS: (See Art. V. of the By-Laws)

1. To be eligible for election to office, a member shall be:
 - a. At least 21 years of age.
 - b. A member of The Mother Church.
 - c. A member of this Church for at least one year
 - d. Active in the work of the Church.

2. No two members of the same family shall serve on the Board of Directors at the same time.

APPROVED 2/24/15
" 3/14/20

RULES AND REGULATIONS FOR PRESIDENT
(See ART. IX of the By-Laws)

1. The President shall be elected by the Board of Directors from among their number for a term of one year, subject to re-election.
2. The President of the Board shall also serve as President of the church.

3/14/20

RULES AND REGULATIONS

Property Committee

The Property Committee shall:

1. Recommend to the Board of Directors any necessary maintenance of church property. The committee shall also maintain a to-do list of maintenance to be done.
2. Supervise the church maintenance and repair activity, whether performed by committee members, other members, or outside sources.
3. Obtain estimates of cost for both new work and maintenance being considered. If the magnitude of the project is beyond the expertise of the committee to draw up the specifications for estimates, it may be necessary to obtain the services of a professional firm. In this case, the committee shall consult with the Board of Directors.
4. Submit all contracts to the Board of Directors for approval.
5. Be informed, through the clerk, of any planned, proposed, or approved activity involving work on church property. Advisement shall occur on the same day that the board plans, proposes, or approves the work. Such communication is crucial to the Property Chairman chairman acting effectively in his/her role.
6. Assure that both new work or periodic maintenance (such as inspections) conforms with applicable laws.
7. Be authorized to spend up to \$300 without board approval when deemed necessary by the chairman.
8. Submit receipts to the Treasurer for payment or reimbursement.
9. Be informed of any special donations received and designated for a specific church project such as repairs, maintenance or new equipment.
10. Be responsible for the operation of the sound system and also for the regulation of the heating and cooling systems.
11. Familiarize themselves with the church's insurance coverage and be in a position to recommend changes in the program when deemed necessary.

RULES AND REGULATIONS FOR READING ROOM

1. As stated on page 64 of the church manual, only literature printed or sold by the Christian Science Publishing Society may be exhibited and sold.
2. Following the statement on page 63 of the church manual, anyone serving in the Reading Room "shall have no bad habits, shall have had experience in the Field, shall be well educated, and a devout Christian Scientist."
3. As stated on page 81 of the church manual, "No idle gossip, no slander, no mischief-making, no evil speaking shall be allowed."
4. Remember it is Truth and Love that attract not human personality or the physical attributes of the Reading Room. While realizing this, we need also to recognize the qualities that must be expressed in our work. Most of all, our work as attendants requires an expectant, joyful thought, as well as wisdom, discipline, alertness, thoughtfulness, spirituality, correct metaphysics and attention to detail.
5. There are metaphysical suggestions on the desk for prayer for the community as well as our Reading Room.
6. The committee shall report to the board monthly.
7. A meeting of the committee shall be held at least once a year.

Revised 7/16/15

READING ROOM PROCEDURES

Before serving in the Reading Room, be sure you have an expectant, joyful thought. Be ready to express wisdom, discipline, alertness, thoughtfulness, spirituality, correct metaphysics and attention to detail. Arrive at least five minutes in advance of opening time.

OPENING:

- a. Turn on the lights, adjust the thermostat, if needed.
- b. Put out the sandwich board sign and the bench full of free literature, weather permitting.
- c. Refill the outside literature box, if needed. Sweep sidewalk, if needed.
- d. Check the mailbox and record received mail in the Daily Log.
- e. At 11 AM put the OPEN sign in the window.
- f. Check to see if there are any phone messages on the answering machine. Also check the church answering machine by dialing 610-432-1114. When you hear the announcement, dial "MBE" to hear the message. To delete a message dial "3." Record these messages in the Daily Log and handle them.
- g. Count cash in the drawer and enter amount in the Daily Log. Note: There should always be \$50 in the drawer. Record extra or insufficient funds in the Daily Log. Any extra funds should go into the coffee can in the right closet.
- h. Make sure the full text quarterly is opened to the current lesson at the back desk.
- i. If working on a Tuesday, change the Bible and Science and Health readings in the window.
- j. Window displays can be changed with the season as it seems appropriate. Posters are in the closet on the right.
- k. There is a feather duster in the back room closet to dust bookshelves and display areas. Clean the windows if they look dirty. Bathroom supplies are also in the back closet.

COMPUTER:

- a. Push the button on the right side of the black box under the printer.
- b. Push the button on the bottom right side of the screen if not already blue lit.
- c. Select "Guest".
- d. On the bottom of the screen select the blue icon showing a crescent with radiating lines. That opens JSH Online (Journal, Sentinel, Herald). You can explore the website which has audios of articles as well as lectures and radio broadcasts from the bound volumes dating back to the 1890s. Consider taping a notice to the outdoor sign saying, "Come in and listen to an audio of a healing of epilepsy" (for example)
- e. OPERATION:
 - a. Most of the attendant's time should be in prayerful work for the Reading Room exclusively.
 - b. The study room is for those who participate in studying and reading, and is not the place for arguments or treatments. The Attendant is not a practitioner.
 - c. Telephone conversation should be confined to Reading Room business only.
 - d. Do not read from literature that is for sale. Use books from the Lending Library while on duty.
 - e. All entries in the Daily Log are to be positive and uplifting.

- f. Record names of visitors in the Daily Log and suggest they sign the Visitors' Book. Christian Science brochures to give visitors are in the plastic rack on the small table to the right of the desk. When these run low, have more printed.
- g. Lending Library: Record the borrowing data in the Red Lending Library Folder. Allow three weeks for borrowing and write the due date on a post-it(s) in the front of the book(s). Allow only two books to be borrowed at a time. Attendants should check the Red Lending Library Folder for overdue books and call to remind overdue borrowers. Books can be renewed for three additional weeks.
- h. Anyone asking for information about Christian Science healing should be given a Journal and shown where they can select a practitioner from it.
- i. Refrain from eating in the Reading Room especially when visitors are present. If necessary to eat, be extremely neat and take all trash home with you so as not to encourage mice.
- j. No monetary assistance is to be given by an Attendant to anyone coming into the Reading Room.

SALES:

- a. Become familiar with the prices of the periodicals, quarterly editions, the Bible and Science and Health. This information is under the glass on the desk and in the Green Sales Folder.
- b. Be sure to include 6% sales tax in the full price.
- c. A receipt pad is in the left hand drawer, as are plastic bags for large purchases.
- d. Each sale shall be entered in the Daily Log along with the sales tax.
- e. Do not order new stock; that will be done by only one individual.
- f. Accept checks made out to "Christian Science Reading Room" only. Do not cash checks. Before accepting checks from an unknown person ask for identification cards, such as driver's license or social security card or ask if they are acquainted with any member of the church.

CLOSING:

- a. Turn off heat, air conditioning, lights, and computer.
- b. Take OPEN sign out of the window.
- c. Be sure you are leaving exactly \$50 in the drawer.
- d. Bring in the sandwich board sign and bench.
- e. Empty the wastebaskets into the trash cans in the back room.
- f. Lock the door and check it.

Revised January 2016

RULES AND REGULATIONS FOR READERS: (See Art. VIII of the By-Laws)

1. A Reader must be a member of this church for a period of at least one year from the date of becoming a member to the time he would take office.
2. Readers shall be elected for a term of one year, subject to re-election (BOD 2/4/18)
3. Incoming Readers should consult with outgoing Readers in order to effect a smooth transition.
4. Both Readers shall receive:
 - a. One Reader's Science and Health (First Reader only)
One Reader's Bible
 - b. One copy of Rules and Regulations for First and Second Reader
 - c. One Handbook for Readers
6. Announcements should be read exactly as received from the Clerk.
7. Scriptural Selections - It is suggested that citations included in the current Lesson Sermon and Responsive Reading shall not be used.
8. Wednesday Evening Readings - It is suggested that citations included in the Lesson Sermon for the Sunday preceding and the Sunday following the Wednesday Meeting shall not be used.
9. First Reader should provide organist and soloist with hymn selections as much in advance of service as possible, to give musicians adequate time to practice, and to select appropriate preludes and postludes.
10. ATTIRE:
 - For Man Reader: Conservative suit and tie Sundays and Thanksgiving.
Conservative attire on Wednesdays.

 - For Woman Reader: Conservative attire, with dress length that fully covers the knee when seated.
No excessive jewelry or makeup.
11. A Reader shall not be a member of the Board of Directors (Board March 7, 2019)

1/7/2021

RULES AND REGULATIONS FOR SUNDAY SCHOOL COMMITTEE

1. Teacher Qualifications:

- a. Must be at least 21 years of age
- b. Member of this church.

2. Meetings

- a. As required for proper functioning of the Sunday School

APPROVED 4/11/15

RULES AND REGULATIONS FOR SUNDAY SCHOOL STAFF

1. Teacher Qualifications:

- a. Must be at least 21 years of age
- b. Member of this church.

2. Meetings

- a. As required for proper functioning of the Sunday School

Teacher qualifications:

Must have Child Abuse and Criminal Background Check

RULES AND REGULATIONS FOR SUNDAY SCHOOL SUPERINTENDENT

(See Article XIII of the By-Laws)

1. The Sunday School Superintendent shall:

- a. Preside at the Sunday School exercises
- b. Assign teachers and pupils to classes
- c. Maintain discipline
- d. Make a report to the membership at each regular church business meeting as to the condition and progress of this branch of work.

3/14/20

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APPROVED 4/11/15
" 3/14/20

RULES AND REGULATIONS FOR TREASURER

1. The Treasurer shall receive all money and deposit the same in the name of this church, in a bank designated by the Board of Directors, and make disbursements from the Church Funds as authorized by the Board.
2. The Treasurer shall keep a correct account of all receipts, disbursements, and investments and make a report to the Board at its regular meetings, and at the Annual and Semi-Annual members' meetings.
3. The Treasurer shall turn financial records over to the Auditing Committee as directed by the Board.

APPROVED 4/11/15
" 3/14/20

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Assure an atmosphere conducive to prayerful imbibing of the service.

Pray before arriving at the church, all during preparation for the service, during the service, and after the service:

Know that the Truth is all-powerful to attract newcomers.

God is the forever giving of good and the members and guests are the forever intake of that good.

Animal magnetism cannot prevent anyone from coming to the service or distract anyone from taking in and using the good God provides at the service.

Keep your thought alert to any aggressive suggestions. Others are probably being attacked by these suggestions also. It is the ushers' job to handle these in order that all are free to take in the truths being read or sung.

Know that "where two or three are gathered together in my name, there am I in the midst of them." Know that the hearts of all are open to receive new, fresh ideas that will transform their lives.

Those who usher in God's children will be blessed.

WEDNESDAY USHER INSTRUCTIONS

1. Come to church at least half hour before the service, prayed up.
2. Do NOT unlock the upstairs door.
3. Turn on light under porte cochere and in foyer to provide a welcoming atmosphere.
4. Turn light on in stairway.
5. Turn on heat in reader's room if reader wants you to.
6. Close all doors in the Sunday School room, but not the sliding doors.
7. Keep door at bottom of stairs closed to keep temperature even in Sunday School.
8. Turn ceiling lights on in Sunday School auditorium (the two switches are near the thermostat) and one by Sunday School entrance; turn on the lights in the men's and women's rooms and in the rooms with sliding doors and the nursery. When it is cold outside, set the thermostats in the men's and women's rooms and the rooms with sliding doors to normal.
9. Unlock Sunday School door to ramp.
10. Put up hymn numbers unless reader wants to do this.
11. Remove Quarterlies from chairs; make certain hymnals are under the left hand side of all chairs (except the musician's). Make sure the chairs are neatly placed.
12. If any hymns are from the supplement, give these out as attendees arrive.
13. Check thermostat in Sunday School to make certain temperature is comfortable. The ceiling fan can be turned on low if needed only after making sure it does not bother people sitting under it.
14. Turn on wireless speaker; test the microphone battery, replacing the battery if needed; put microphone on usher's chair in 'off' position. If you replace a battery with the last one available, let the property committee know new ones need to be purchased. Check to make sure they have been purchased and placed by the microphone before the next service.
15. Open several hymnals to the first hymn; hand them as needed to latecomers.

16. By 7:15 station yourself at the Sunday School door, opening it as people approach, greeting all, but keeping conversation to a minimum. See the Christ entering the room. This door may remain open if weather permits.
17. At least 10 minutes before the service, assure that conversation in the auditorium yields to prayer so that the attendees can prepare thought to be receptive to the coming word of God. Come prepared with an appropriate way to accomplish this if it becomes necessary. Even if an attendee does not wish to participate in this prayer, others would appreciate the quiet.
18. Take your seat in the auditorium when you feel no more guests are coming, after the first hymn or later. Stay alert to hear if anyone is arriving after you are seated so you can usher them in to the reserved seats..
19. At testimony time, turn wireless mic on; pass it to each who wishes to speak.
20. DURING THE POSTLUDE, turn the lights off in the upstairs foyer. Set the porte cochere lights to remain on for one hour to give the guests a nice send off.
21. Spread your love; invite any newcomers to sign the guest book; invite them to other services and lectures.
22. Straighten out the hymnals for the Sunday School class, replacing the Quarterlies and placing the supplement hymnals on the entrance table.
HARD BACK
23. Turn the temperature down in the reader's room as required. Return the thermostats in the restrooms to minimum or 55.
24. Open all the doors in the Sunday School with the exception of the door to the furnace room and the door to the stairs. This is extremely important, to permit the dehumidifier to reduce the humidity in these areas and prevent mold, even in the winter months.
25. Turn off the wireless speaker and microphone and remove battery from the microphone. Close any open hymnals at the entrance.
26. When everyone has gone, turn the Sunday School lights off, including the men's and women's rooms and nursery.
27. Lock the Sunday School door.
28. Accept the blessing your service has earned you!

(7/1/19)

SUNDAY USHERING INSTRUCTIONS

BEFORE AND DURING THE SERVICE:

1. Arrive at least 30 minutes before the service to prepare the auditorium; turn on lights in auditorium, display cabinet, foyer, side halls, restrooms, and coat room.
2. Make sure the offertory bags are placed on the back left and right shelves of the auditorium; if missing, get them from the counting room.
3. Remove any appreciable debris or snow from the front porch area; remove leaves/lint etc from foyer carpets. Shovel and brooms are in coat room behind door.
4. Stack the Quarterlies and Hymn Supplements (if needed) on the table in the foyer; open a few Hymnals to the first hymn and a few to the second hymn to be handed to latecomers.
5. Winter: Turn to "normal" the perimeter thermostats in the foyer, side halls, restrooms.
6. By 10:15 stand at the front door and open it to greet all comers, briefly and lovingly, and see them as Jesus would see them. If a car pulls up, go out to help the passenger as needed.
7. Greet people cheerfully offering a word or two to help guests prepare to receive God's love at the service, but refrain from carrying on a conversation.
8. Offer Quarterlies and Hymnal supplements (if needed) to those entering; offer Quarterlies and Hymnals open to the current hymn for latecomers.
9. The door to the auditorium shall be kept closed, for temperature control. If attendees arrive during the silent prayer, Lord's prayer or solo, ask them to remain in the foyer until these are done. Provide a chair if an attendee appears to need one while waiting. During the scriptural readings, seat late comers quietly in the back of the auditorium.
10. Following the solo, open the auditorium doors and pull chair over and sit there through the service. Be alert to any unusual occurrences during the service and be ready to help; ushers' prayers should not be confined to the silent prayer time; the healing atmosphere that the ushers and all workers set up before the service needs to be maintained during the service.
11. Pass offertory bag during the collection period then hand it to the treasurer in the foyer; know that God supplies the needs of the church and of everyone in the service; there is no fearful, withholding thought.

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7/1/2019

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AFTER THE SERVICE:

12. After the Benediction replace your chair; weather permitting, open the outside doors as well.
13. Be sure newcomers feel welcome, but not overwhelmed. Invite them to other services and lectures; invite them to sign the guest book, including their email; this will be used to invite them to our spring lectures.
14. Greet as many as possible, imparting love. Folks have come to feel love and peace.
15. Thank God for the service. Know that no one can be robbed of the good God has provided by negative conversation or thoughts, or by anything else. Know that it has been the word of God, and it cannot be reversed.
16. Make sure all Hymnals and Quarterlies are closed, returned to their proper places and piled neatly, and make sure that the pew racks are orderly. Add labeled Sentinels, Hymnals, bookmarks, pamphlets to racks where they are missing. The latter two are in the foyer drawer or on the shelf in the coat room.
17. If you have turned up the perimeter thermostats, turn them down to minimum or 55 degrees.
18. Assure that all interior lights are turned off and doors are locked. (Lights: auditorium, rest rooms, foyer, side halls, stair well, coat room, display cabinet); doors from the foyer to auditorium must be left closed to aid in temperature control.

END OF QUARTER:

19. Replace Quarterlies with new ones when old ones expire; they are in the clerk's office.

Note: The order of the service is different on Communion Sundays (when the Lesson/Sermon is Sacrament) and on Thanksgiving. See Manual of the Mother Church pp. 123 – 126. These are also located, with these rules, in the foyer drawer.