

St. Jacobs Mennonite Church

**Ushers**  
**2016- 2017**  
**Head Ushers**

Stewart Sauder	519-664-2508	(Coordinator)
Tim Bauman	519-664-3556	
Derrick Shantz	519-699-4383	

<b>Group 1</b>		<b>Group 2</b>		<b>Group 3</b>	
<i>Sept. / Dec. / March / June</i>		<i>Oct. / Jan. / April / July</i>		<i>Nov. / Feb. / May / Aug.</i>	
Stewart Sauder	519-664-2508	Tim Bauman	519-664-3556	Derrick Shantz	519-699-4383
Calvin Martin	519-669-2926	Sonia Bauman	519-664-3556	Mark Brubacher	519-664-2116
Maynard Wideman	519-664-2779	Scott Morton Ninomiya	519-501-7331	Stewart Gingrich	519-664-3663
Steve Bauman, Sr.	519-699-4301	Melody Morton Ninomiya	519-501-5448	Trevor Bauman	519-669-1059
Mike Charter	226-240-0468	Maynard Snyder	519-579-4797	Guenther Mohr	519-206-0087
Sharon/Luke Charter	226-240-0468	Luke Brubacher	519-669-5468	Dave Weber	519-664-1068

**Standby Ushers**

Mark Bauman	519-664-3318
Ken Bauman	519-669-5280
Janice Cressman	519-664-3192
Mark Cressman	519-669-3893
Wolfgang/Karin Koehler	519-745-5359
Robert Poole	519-669-8792
Roy Roth	519-669-3365
Bill/Sue Schmitz	519-664-2644

1. Ushers are responsible to find their own replacement and must call on the standbys or a head usher.  
Also, please inform your head usher.
2. Ushers must be ready at 9:45 a.m. to take people in or 15 min. prior to the start of the service.  
(6 across the sanctuary doors)
3. People can be ushered in any time except during special music, prayer and scripture reading.
4. Ushers should have a friendly greeting for everyone. Visiting parents with small children should be informed of the "Worship Bags" hanging outside the Prayer Room available for their use.  
**Note:** Usher Badges are in the drawer of the small foyer table.
5. The offering will be taken to the front after it is received and then locked in the church office for the duration of the service unless otherwise indicated.
6. Ushers are responsible to count the people and record the attendance in the back of the guest book.  
(including Thanksgiving, Christmas, etc.)
7. **Important!** There should be an usher in the foyer during the worship service to take care of late comers and emergencies.
8. Head usher or other as requested should do the following when closing the church after a service or special event.
  - a) Collect garbage from nursery and all other rooms of the church including the washrooms
  - b) Turn off all lights
  - c) Ensure all doors are locked, including the end of the Sunday School/Office wing and doors facing King Street
9. Ushers are responsible for evening services when needed or when contacted by the Worship Ministry.
10. Special meetings will be coordinated by the Head Ushers.

***Thank you for being part of the Worship Ministry at St. Jacobs Mennonite Church.***