

EAST CEDAR GROVE MISSIONARY BAPTIST ASSOCIATION OF NC, INC.

2174 BRASSFIELD ROAD, CREEDMOOR, NC, 27522

www.eastcedargrove-mba.org

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2018 USHERS UNION CALENDAR OF EVENTS (Usher Exec. Board: Team Leaders and Team Members)



**Moderator, Reverend James Isaac, III
Executive Board Chair, Reverend Dr. Langston, Logan, Sr.
Ushers Union, Deacon Ronnie G. Robinson**

December 30th , 2017

ECGMBA ELECTED OFFICERS 2017-2021

Moderator
First Vice Moderator
Second Vice Moderator
Recording Secretary
Corresponding Secretary
Treasurer
Financial Secretary
Executive Board Chair

Rev. James Isaac, III, Pastor New Hope Granville Baptist Church
Rev. George Crews, III, Pastor Lattisville Grove Baptist Church
Rev. Alvin Downing, Sr., Pastor, Pettiford Grove Baptist Church
Deacon Johnny Pettiford, First Ledge Rock Baptist Church
Rev. Elizabeth McCoy, Assoc. Pastor, Lawson Chapel Baptist Church
Sister Linda Thomas Brasher, Lawson Chapel Baptist Church
Sister Sharon Allison Vincent, Lee's Chapel Baptist Church
Rev. Dr. Langston Logan, Sr., Pastor, Lawson Chapel Baptist Church



1895 Elected Officers: Moderator, Rev. A. R. Satterfield, Vice Moderator, Re. J. M. Taylor, Corresponding Secretary, Rev. H. G. Tilley, Statistician, Rev. J. R. Cozart, Treasurer, Deacon R. Day Immediate Past President, Rev. J. Eric Morgan, III, 2013-2017

December 30th , 2017



Rev. James Isaac, III
Moderator
Pastor of New Hope
Granville MBC



Rev. George Crews, III
First Vice Moderator
Pastor
Lattisville Grove MBC



Rev. Alvin Downing
Second Vice Moderator
Pastor
Pettiford Grove MBC



Deacon Johnny Pettiford
Recording Secretary
First Ledge Rock MBC



Rev. Elizabeth McCoy
Corresponding Secretary
Lawson's Chapel MBC



Sis. Linda T. Brasher
Treasurer
Lawson's Chapel MBC



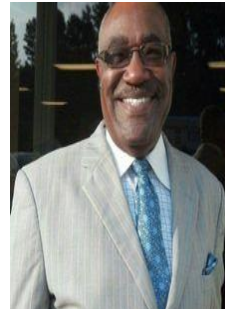
Sis. Sharon A. Vincent
Financial Secretary
Lees Chapel MBC



Rev. Shelton Harris
Trustee Board Chair
First Ledge Rock MBC



Rev. Dr. Langston Logan
Executive Board Chair
Pastor
Lawson's Chapel MBC



Harold Trice
Assistant Executive Board Chair
Pastor
Union Chapel MBC



Rev. Dr. James Smith
Parliamentarian
Pastor
Mt. Calvary MBC



Rev. Robert Daniels
Chairman of Building Committee
Pastor
St. Johns MBC

Association Officers

December 30th , 2017

Auxiliary Union Officers



Rev. Marcellus T. Moore
MDDU Chair



Rev. Annie Gibson
Woman's Auxiliary Chair



Rev. Shelton Harris
CCE Chair



Rev. Joyce Daye- Clayton
Advisory Council Chair



Deacon Ronnie Robinson
Ushers' Union Chair

December 30th , 2017

The Specific Duties of an Usher Team Leader at The Smith Thomas Convention Center

INTRODUCTION: The associations usher team leaders has an important role in creating a welcoming experience for all who attend any function at the Smith Thomas Convention Center. Each team leader serves as a model of working leadership for their teams to emulate. They are also present to help ensure that our visitors, guest and members have a positive experience under their watch.

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ROLE: The usher team leader is part of the Usher Unions leadership team. They report to the Union President through their team contact person (who is also a board member). The team leader will lead their assigned team in a manner that ensures a positive experience for everyone. Each team shall work to fulfill the following tasks when needed at the Smith Thomas Convention Center:

- Arrive to serve no later than the time stated on the ushering schedule.
- Be in the proper seasonal ushers' uniform.
- Assemble as a team for prayer and post assignments.
- Be on post before the attendees arrive.
- Cover all **exterior doors** while acting as greeters by passing out literature while providing a warm and sincere welcome.
- Sanctuary** ushers' will assist with seating, program and report distribution.
- Assist with the distribution** of session programs, financial and previous meeting reports.
- Ensuring that the **church has been reset** for the next session/service.
- Be aware of unions **chain of command** which is outlined as follows:

**The Triune Godhead
The Moderator
The Usher Union Chair
The Union's Executive Board
The Unions Usher Team Leader
The Churches Usher Presidents
The Ushers**

RESPONSIBILITIES: The team leader's responsibilities are to equip their team by:

- Contacting the Usher Ministry Presidents of each church assigned to their team as soon as possible. Inform them that the 2018 Ushers calendar is posted on the associations webpage (www.eastcedargrove-mba.org) under the Ushers section. Ask them to go to that site and download multiple copies for their usher team leaders and for themselves.
- Inform them you are contacting to ask for one ushers to assist in covering the teams.
- Give them the date, time and location of the teams next service event. Answer any other questions they may have. Should you be asked a question that you are not sure how to answer, call your teams contact person initially or myself as the alternate contact.

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The day your team is scheduled to serve:

Pre-Service: The team leader will coordinate the duties of the Ushers.

- All ushers must be on site no later than 30 minutes before the posted start time of the program or session.
- The team leader should assure that any ushers that are serving at the STCC for the first time are comfortable with their role.
- Conduct team prayer; conduct roll call, check uniforms, give post assignments, check the restrooms, ask the trustees to replace paper towels and tissue paper if needed.
- Be physically on your post no later than fifth teen minutes prior to the events posted start time or as the attendees begin to arrive.

At least four (4) active ushers are needed in the sanctuary at all times at the Smith Thomas Convention Center:

- These Ushers/Greeters are responsible for having:
 - a) **Two ushers** at the double doors that lead from the vestibule to the sanctuary. These ushers will be accountable for passing out programs and maintaining control of their doors. They are not to let anyone enter or leave the sanctuary during the following periods:
 - i. When any type prayer is being given.
 - ii. When any type scripture is being read.
 - iii. When any special reading (Resolution of Respect, Meeting Minutes, Reading of ant special documents, etc.).
 - b) **One usher** at the exterior door to the right side when facing the pulpit. This is the wheelchair access door. Our goal is to place all people with limited mobility in this areas.
 - c) **One usher** at the table where the secretary sits. This usher will be the primary contact when it is time to pass out any literature (financial reports, meeting minutes, etc.)
 - d) **Four reserve ushers** will be seated in the last two row of pews. They are to provide relief to the four active ushers that are covering the areas listed in section a, b, and c above.

As the attendees enter:

- Shake everyone's hand, make eye contact, and greet worshippers as they enter the building. make everyone feel welcomed and at ease.
- Be available to answer questions of anyone needing assistance.
- Give special attention to all guests and try to introduce them to an existing member of the session.
- Make additional considerations for all people with disabilities. Be aware of wheelchair accessibility and safe routes. Know the designated spots for wheelchairs (the right side door where the ramp is located).
- Pick up trash and bulletins left behind.
- Make sure the lobby and worship area are presentable for the next service.
- Both ushers and greeters should be prepared to assist with emergencies and know where emergency support items are located

Team Contacts and Team Leadership

| Ronnie Robinson C: 919-475-9628 | Betty Green C: 919-317-8612 | David Harris C: 919-906-2023 | Juella M. Tanner C: 919-491-0205 | Deloris Hunt C: 919-691-1668 |
|---|--|---|--|---|
| ** | ** | Karen Dawson-Evans C: 919-608-1453 | Leavia Reed (H): 336-599-9108 | Emma Green (C) 919-691-0579 |
| Cameron Grove Alice Justice (H) 919-220-1153 | Union Chapel Elizabeth Worley (C) 919-575-4125 | West Durham Dollie Burroughs (C) 919-451-3185 | Jones Chapel Angela Jones | New St. James Marion Jay (C) 919-452-1617 |
| New Red Mountain Connie Bullock (C) 919-740-0537 | Pine Grove Jackie Johnson (C) 919-282-2256 | Orange Grove Teresa Parker (C) 919-479-8194 | Lawson Chapel Cathy Lawson (C) 336-504-7683 | Synama Grove George Hunt (C) 919-697 7904 |
| Siloam Baptist Donnell Bass (C) 336-364-8395 | Greenfield Baptist Evelyn Worthham (C) 919-529-2950 | Union Baptist Warren Banks (?) 919-682-4368 | Lee's Chapel Eula Ellison (C) 919-218-3100 | New Light Mary Wilson (C) 919-491-4052 |
| Greater Clegg's Saundra Covington (C) 919-260-2518 | First Ledge Rock Betty Green (C) 919-317-8612 | Greater St. Paul Lola McKnight (C) 919-471-2383 | Lattisville Grove Teonnie Dotson (C) 919-452-6862 | New Hope Granville Viola Brooks (H) 919-693-4363 |
| Mount Calvary Loretta Smith (C) 919-309-5706 | Oak Grove Willie Hester (C) 919-693-3172 | Mount Zoar Wayne Terrell (C) 919-599-2373 | Shady Hill Samuel Dale Cash (C) 336-599-3271 | Talley Ho Rose Venable (H) 919-725-5152 |
| Mount Level Rochon Wright (H) 919-641-2818 | United Christian Angela Jenkins (C) 919-928-3158 | New Calvary Evelyn Howell (C) 919-471-2507 | Union Grove Calastine Covington (C) 336-272-5270 | Olive Grove Emma Green (C) 919-691-0579 |
| Henderson Grove Cheryl Hemingway (C) 919-638-8687 | Mount Vernon Juella M. Tanner (C) 919-491-0205 | Saint John's MBC Ronnie G. Robinson (C) 919-475-9628 | Cedar Grove Rosa Thorpe (C) 336-599-9303 | Rock Springs Gwendolyn Webley (H) 919-693-5062 |
| New Hope (Person) Betty Allen (H) 919-884-6788 | Ledge Rock Wynessa Cannady (C) 919-641-7549 | First Calvary Virginia D. Lindsey (C) 919-575-6448 | 1st Community Louise Murphy (C) 919-923-0692 | Pettiford Grove Beretta Bailey |
| A team leader is needed. | A team leader is needed. | | | |

This list was last updated on 12/30/17

2018 Usher Union Assignment and Meeting Calendar

| Service Date | Session Sponsors | Location | Team | On Duty | Start time | Ushers Needed | Team Contact |
|-----------------------|---|--------------|--------|---------|------------|---------------|----------------------------|
| Jan. 6 th | Women's Auxiliary Session | Smith Thomas | Blue | 8:30 am | 9:00 am | 8 | Deacon David Harris |
| Jan. 27 th | Mid-Year Session | Smith Thomas | Green | 8:30 am | 9:00 am | 8 | Sister Betty Green |
| Feb. 17 th | Black History & Talent Show | Smith Thomas | Purple | | | 8 | Deacon Ronnie Robinson |
| Mar. 3 rd | Ushers Session with a Guest Pastor and Choir | Smith Thomas | | | 10:00 am | All | Guest Pastor and choir |
| Mar. 31 st | MDDU Session (?) | Smith Thomas | Red | 8:00 am | 8:30 am | 8 | Deaconess Juella M. Tanner |
| May 19 th | CCE Mid-Year Session/Oratorical | Smith Thomas | Yellow | 8:00 am | 8:30 am | 8 | Sister Deloris Hunt |
| May 26 th | Women's Auxiliary Prayer Breakfast | Smith Thomas | Blue | 8:30 am | 9:00 am | 8 | Deacon David Harris |
| June 2 nd | Ushers Session with a Guest Pastor and Choir | Smith Thomas | | | 10:00 am | All | Guest Pastor and choir |
| June 30 th | MDDU Session | Smith Thomas | Green | 9:30 am | 10:00 am | 8 | Sister Betty Green |
| Jul. 17 th | Annual Session at Lattisville Grove | (As Listed) | Purple | | | 8 | Deacon Ronnie Robinson |
| Jul. 18 th | Annual Session at Lattisville Grove | (As Listed) | Red | | | 8 | Deaconess Juella M. Tanner |
| Jul. 19 th | Annual Session at Lattisville Grove | (As Listed) | Yellow | | | 8 | Sister Deloris Hunt |
| Jul. 21 st | Women's Auxiliary Session | Smith Thomas | Blue | 8:30 am | 9:00 am | 8 | Deacon David Harris |
| Sep. 8 th | 100 Ushers in White with a Guest Pastor w/Choir | Smith Thomas | | | 3:00 pm | All | Guest Pastor and choir |
| Sep. 29 th | MDDU Session | Smith Thomas | Green | 8:00 am | 8:30 am | 8 | Sister Betty Green |
| Oct. 27 th | Women's Auxiliary Session | Smith Thomas | Purple | 8:30 am | 9:00 am | 8 | Deacon Ronnie Robinson |
| Nov. 10 th | CCE Annual Session | Smith Thomas | Red | 9:30 am | 10:00 am | 8 | Deaconess Juella M. Tanner |
| Dec. 1 st | Usher Union Ministry Charge / Repass | Smith Thomas | | | 10:00 am | All | Guest Pastor and choir |
| Dec. 29 th | MDDU Session | Smith Thomas | Yellow | 8:00 am | 8:30 am | 8 | Sister Deloris Hunt |

1. Each usher's ministry is asked to send as many ushers as possible to each information session. These ushers will then present the information to the ushers.
2. The usher presidents of each church are asked to provide at least one usher when it is your teams turn to provide floor coverage.
3. If there is any reason that a church cannot provide ushering support for any reason, please contact your team leader as soon as possible.
- 4.