

**Christ Church Parish, Middlesex**  
**Ushers, Vestry and Medical Persons Expectations**  
**Regarding Emergency Events during Church Service**

CLERGY: Although it might seem logical that the “first responder” to an emergency during a church service should be the clergy, the actual role of the clergy is to “continue as normal” and thereby keep the center of attention on the service and not the emergency the center of everyone’s attention. The role of “first responder” rests within the congregation and lay leadership present.

USHERS: The Ushers on duty are first and foremost “greeters” welcoming and assisting those coming to services at Christ Church Parish. In this capacity, each usher is expected to warmly welcome all that are attending the service, answer any questions they may have, and ensure any special needs (such as wheelchair location or delivery of communion to the pew for an invalid) are addressed. A visitor’s first impression is extremely important; for today’s visitor may well be tomorrow’s member.

Under normal circumstances, the Ushers on duty are expected to be at church thirty minutes (30) before service to ensure the thermostat is set properly, the pews are clean, and the appropriate bulletins are ready for distribution.

In the event of an emergency, Ushers must be aware of the presence of vestry members, the parish nurse, and medical professionals at all services. The Vestry and Parish Nurse should alert the Ushers of their presence.

Also in the event of an emergency during Church Service, the Ushers are expected to maintain order within the church by ensuring concerned persons that the situation is being addressed and under control. Should there be an emergency requiring an evacuation of the church, the Ushers are to ensure an orderly egress of the church premises.

In the event there are no Vestry persons or medical professionals to attend to the emergency, it will be the Ushers responsibility to appoint someone to contact 911.

VESTRY MEMBERS: In the event of an incident or emergency during Service, all Vestry members in attendance, as parish leaders, are expected to take the lead and assist with emergency actions. Vestry members should be familiar with fire extinguisher locations and operation, as well as the location and operation of all exterior doors. Further, they may be called upon to assist medical professionals present, including the Parish Nurse, know the location of and use procedures of the cardiac defibrillator, and be ready to call 911 for outside medical intervention and help.

In the event of an evacuation, vestry persons should assist with the evacuation and utilization of fire extinguishing equipment and calling 911.

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**When calling 911**

The individual calling 911 must convey **the type of emergency (medical, fire, etc.)** and the specific address. To avoid confusion, make certain the location is identified.

**The church address is 20 Christ Church Lane**, and the  
**Parish Hall address is 56 Christ Church Lane.**

Please ensure the responder knows this call is not for the school.

Questions pertaining to these expectations should be directed to The Head Usher, Parish Nurse, Senior Warden, Verger, or Priest.

1/9/2017