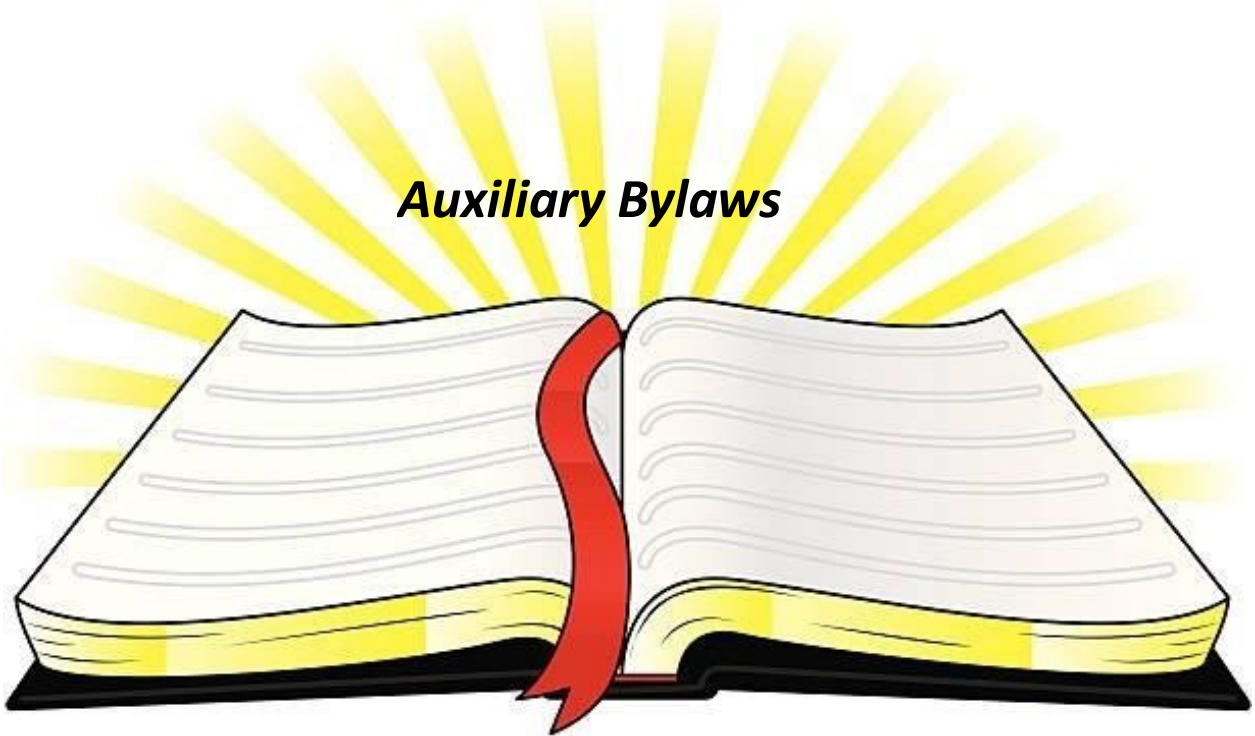


# ***First District Usher Ministry***

***First District Association of Baptists in Kentucky***

## ***Auxiliary Bylaws***



***For a day in thy courts is better than a thousand I had rather be a  
doorkeeper in the house of my God, than to dwell in the tents of  
wickedness.***

***Psalms 84: 10***

# **First District Ushers Auxiliary Bylaws**

## **~ ARTICLE I ~ NAME ~**

This organization shall be known as the ***First District Usher Ministry***, an auxiliary of the ***First District Association of Baptists in Kentucky***, established in the year of 1997.

## **~ ARTICLE II ~ PURPOSE ~**

The purpose of this body is to be doorkeepers and to enhance the Body of Christ. They are to meet and greet worshippers and to assist all auxiliaries within the annual sessions of the district.

The purpose of the First District Ushers shall be to partner with churches of the First District Association in equipping leaders and members of all ages through teaching and training.

## **~ ARTICLE III — ANNUAL SESSION ~**

The Annual Session shall be held annually on the Tuesday after the second 2<sup>nd</sup> Sunday in the month of March.

## **~ ARTICLE IV ~ MEMBERSHIP ~**

The Ushers shall be composed of members of active registered Churches of the First District Association of Baptists in Kentucky, as listed on the Church Registration Form with the parent body.

In order to be an officer of District Ushers, you must be a member of a registered church. Monthly dues are \$10.00 for all members.

## **~ ARTICLE V — CHURCH REPRESENTATION ~**

Each church within the First District shall represent with \$50.00 during the First District Usher's Annual Session.

## **~ ARTICLE VI — OFFICERS ~**

The officers of the First District Ushers shall be President, Vice-President, Secretary, Assistant Secretary, Treasurer, Financial Secretary, and Head Usher/Usher Instructor. These officers are elected annually during the Annual Session and are not to succeed themselves longer than 4 years. After a one-year lapse, the officer may be re-elected by the body. All the First District Ushers Officers are expected to attend all programs of the First District Association unless notified not to attend and to perform the duties associated with their office to the best of their ability. The president is to be notified when an officer is not able to attend a meeting or program.

## ~ ARTICLE VII - DUTIES OF OFFICERS ~

### President:

- The President is the official representative of The First District Ushers.
- Presiding at District Usher meetings.
- Serve as Head Usher during daytime District Worship Sessions if the group does not usher instructors.
- Have bulletins, collection trays, and distribute materials as needed. Appoint chairpersons as needed.
- Keep watchful eye for new members.
- Represent the District Usher Auxiliary during District and State Functions.
- Represent and financially support State, Regional, and National Auxiliaries in which the District is affiliated.
- Work and assist State President when State activities are being held in the District.
- The President shall give the deciding vote in case of a tie.
- The President is responsible for the overall operation of the Ushers.

### Vice President:

- Be thoroughly acquainted with the work of the President so the work will proceed uninterrupted in their absence.
- Maintain a membership roster listing the name address, and telephone number of District Churches, Pastors and Usher Presidents.
- Assist the District Usher President, Usher Instructors, and District Moderators in planning and implementing workshops, training sessions and seminars.
- Assist District Usher President and Usher Instructors in training new members.
- Serve as Head Usher during District Usher Sessions if the group does not have usher instructors.
- Contact the District Usher President and Second Vice President (if one is elected) if you are unable to attend a meeting or serve during worship sessions.
- Perform the duties of District Usher President in his or her absence or disability.

### Secretary:

- Record minutes and reading the same at the regular District Auxiliary meetings.
- Maintain a correct record of proceedings of regular district meetings.
- Maintain an updated membership roster of district churches, pastors, and usher board Presidents.
- Have receipt book available at meetings in the event financial secretaries are unavailable.
- Contact president and assistant secretary if you are unavailable to attend a meeting,
- Perform the duties of District Ushers' financial secretary in their absence.
- Prepare and read resolution in event of a First District Usher's death and/ or death of an immediate family member of a First District Usher.

### **Assistant Secretary:**

- Work harmoniously with the secretary to ensure First District Usher minutes are prepared for monthly meetings.
- Contact the secretary if you are unable to attend a monthly meeting.
- Perform the duties of the district ushers' secretary in their absence.

### **Treasurer:**

- Receive all monies turned over by the financial secretary.
- Issue a receipt to financial secretary for monies received.
- Deposit monies as directed by the district auxiliary and moderator.
- Disburse monies as directed by the district auxiliary and moderator.
- Prepare a financial report of business transactions.

### **Financial Secretary:**

- Work closely with the treasurer and other financial officers in handling First District Usher funds.
- Keep a record of all First District Usher funds collected, deposited, and disbursed.
- Prepare monthly and annual financial reports.

### **Usher Instructor/ Head Usher:**

- Serve as Head Usher for district sessions under the direction of the president. Secure baskets/ trays for offerings.
- Secure water for the rostrum or podium daytime sessions.
- Secure programs for daytime worship sessions.
- Know, use, and teach universal Usher Signals to District Ushers, prior to worship sessions under the direction of the president or moderator.
- Contact the president if you are unable to attend a worship session.

**Special note: Usher Instructor/ Head Usher carry out their duties from information received and taught by the president and moderator. Instructions are received prior to each worship service.**

### **Committee Chairpersons:** (when appointed by President)

Each District Usher's Auxiliary Committee Chairperson is responsible for:

Working harmoniously with assigned committee members.

Report to the District Auxiliary's executive board and district regular business meeting when applicable.

## **~ ARTICLE IX -ELECTION OF OFFICERS ~**

- A. All Ushers officers shall be nominated by a "Nominating Committee" to be voted on by the Ushers delegates at each Annual Session.
- B. The total tenure of **ALL** elected officers of the Ushers shall not exceed four (4) consecutive years.
- C. The majority will rule during the course of the election. In case of a tie, the presiding officer will cast the deciding vote. The decision of the presiding officer will be final.

**~ ARTICLE X EXECUTIVE BOARD ~**

The Executive Board shall be appointed by the President and voted on/ accepted by the body.

- A. The Executive Board shall be composed of the officers of the Ushers and (9) other appointed members. Nine (9) members shall constitute a quorum for the transaction of business.
- B. The Executive Board shall have the power to fill all vacancies in office; take care of the unfinished business of the Ushers; and shall make a report during Ushers Annual Session.

**~ ARTICLE XI AMENDMENTS ~**

These bylaws may be amended at any meeting by a two-thirds (A) majority vote of the members present. An amendment must also come before the executive board meeting for the ***First District Association of Baptist in Kentucky***. An amendment must be put in writing and submitted during the “Business Hour” of the Annual Usher Session with enough copies of the amendment for each adult delegate to have copy. All amendments to the constitution may be acted upon any day thereafter and shall become effective immediately upon adoption.

**~ AMENDING BYLAWS COMMITTEE ~**

Pastor Aaron Pettus – 2<sup>nd</sup> Vice Moderator  
Bro. Sammy Boyd, Sis. Debra Sivils, Sis. Monica J. Jones

1<sup>st</sup> Revision — September 21, 2024

2<sup>nd</sup> Revision – October 4, 2024