

ATTENDANTS' INSTRUCTIONS

Brothers assigned to be attendants (formerly ushers) should always be kind, courteous and considerate.

The attendants at a convention have different assignments, some of which are: (1) Handling pedestrian traffic around the stadium or auditorium; (2) keeping brothers moving in the right direction in the auditorium; (3) directing people to their seats; (4) directing traffic in the cafeteria; (5) keeping people from congregating in concourses used for travel, entrances or exits; (6) seeing that proper order is kept in the auditorium itself; (7) requesting noisy people to be quiet; (8) informing brothers as to department locations.

Whatever your assignment as an attendant is you should do it well.

Captains are appointed over a group of attendants, maybe ten or twenty persons. These attendants should work according to instructions from the captain. The captain must arrange to take the proper count of those in his sections at times designated by the one in charge of all the attendants. He will be provided with a sheet showing what meetings are to be counted. A list of his attendants will be written on the sheet by him as they are assigned to him, and the sections to which they are assigned will also be shown on the sheet. In the stadium, or other places where seating facilities are provided, the attendant will reserve a seat for himself and when his section is full he will sit in that seat. He will not walk around watching people and be disturbing their vision of the speaker or in any way distract the attention of those listening. He should not be walking up and down aisles with a sign that reads "Quiet Please." He can have such a little card (probably 3" x 8"; 4" x 7" or some comparable size) with him and when he sees people disturbing the general audience because of talking or for other reasons, he can always walk to that section, and rather than talking to the people show the sign "Quiet Please" and let them see it. Then he can go back and sit down. It is very disturbing to have individuals walk up and down aisles and through corridors with big signs that read "Quiet Please." Sometimes it causes more disturbance than those standing around listening to the talks.

An attendant should not act as a "boss" but as a servant. He is there to help. So if he wants to address someone, then he can always say, "May I help you?" Probably the person is just standing still and wondering which way to go, and if the attendant says, "May I help you?" then he can direct him in the proper manner so that the person will keep moving

and not be blocking the aisles or corridors. An attendant must take the initiative in aiding brothers to get to their places, and he must have an eye for empty seats. He should try to fill the seats from the inside out to the ends. He should try to keep mothers with babies at the ends of the rows so that they do not have to climb over other people getting out. Also, he should try to get them seated toward the back. He does not have to try to force people to sit in such places, but he can invite them to do so. An attendant should always be courteous and remember that he is a servant, trying to help the brothers.

If the attendant at an assembly of God's people is kind and helpful, the brothers will certainly appreciate the services he is rendering.

There is the possibility of a thundershower during the convention sessions that may disrupt a portion of the audience where an outdoor assembly is held. The natural thing for those sitting in the exposed areas is to rush to shelter right away. Attendants should be familiar with the nearest exits and the audience should be directed to proceed *slowly* to the proper exit or sheltered place. If anyone runs, please ask him to walk, and then accidents will be avoided. See your captain for details on this point.

Attendants should always recognize identification of other persons who have volunteered to serve at a convention and he should permit them to pass through certain sections so as to get to their assignments.

Administrative servants should be allowed to pass any attendant anywhere at any time without questioning.

All attendants will please remember that they are special representatives of the assembly and that many strangers are present and therefore they should always conduct themselves as Christians and follow the Scriptural admonition, "Show love to the stranger." This can always be done by being kind and courteous.

Watchtower Convention