



# JOB DESCRIPTION HEAD USHER

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## **PURPOSE**

TO PROVIDE A WELCOME ENVIRONMENT AND TO ENSURE THAT WORSHIP RUNS SMOOTHLY.

## **BEFORE WORSHIP**

1. Arrive at least 20 minutes prior to the beginning the service.
2. Apply a name badge.
3. Confirm that the Sanctuary lights are on (5:00 pm & 9:00 am).
4. Confirm that the offering plates are available.
5. Confirm that acolytes are ready to light candles (Sunday only).
6. Confirm that water is in the baptismal font, if applicable.
7. Reserve seats for baptism family, if applicable.
8. Delegate usher assignments.

## **DURING WORSHIP**

1. If possible, note the location of 1 or 2 physicians in the sanctuary.
2. Set up chairs if needed.
3. Count the number of people attending the service. Record the number on the attendance form.
4. Distribute offering plates to ushers. Meet in the Great Room when collection is complete. Two ushers will bring plates to the altar.
5. Direct congregation to communion stations. Take note of any who are unable to walk to a communion station and notify a serving team of their location.

## **AFTER WORSHIP**

1. Delegate the clean up of the Sanctuary.
  2. Bring offering to the office work room along with attendance count.
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