



JOB DESCRIPTION

USHER

PURPOSE

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

BEFORE WORSHIP

- Arrive at least 15-20 minutes prior to the beginning of the service.
- Check in with the Head Usher.
- Apply a name badge located in the usher room to the right of the sanctuary.
- Read through the bulletin to familiarize yourself with the order of the service.
- Stand at an entrance to the sanctuary and distribute bulletins and other publications as needed.
- Assist anyone to a pew who may need or desire assistance.
- Be aware of the location of the church office, nursery, restrooms and AED (automatic electronic defibrillator).

DURING WORSHIP

- Set up chairs if needed.
- Meet in the Great Room prior to offering to receive a plate. A Head Usher will give instructions. Distribute offering plates. Meet in the Great Room when collection is complete. Two ushers will bring plates to the acolyte in front of the altar.
- Direct congregation to communion stations. A Head Usher will give instructions. Take note of any who are unable to walk to a communion station and notify a serving team of their location.

AFTER WORSHIP

- Pick up bulletins and any garbage which has been left in the pews or on the floor. Straighten the pew racks. Restock pencils if needed.
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