

POSITION DESCRIPTION

Name of Position and Team/Task Force

Usher – Sunday morning worship services

Responsibilities

Before the Service

1. Eight to ten ushers are needed for each service. On your assigned Sunday, report for duty at least 25 minutes before the service begins. If you are unable to present, please call someone from the substitute list to serve in your place.
2. Read the bulletin thoroughly and wear your nametag (in cabinet under bulletin board in usher closet). Communion cards, large-print and children's bulletins are location on the table under the balcony and are handed out separately. Check for baptisms and their place in the order of service.
3. Station yourself where the captain directs. Greet people as you hand them the bulletin. Bulletins should be given to all who indicate they'd like to receive one, but generally give 1 for 2 persons, 2 for 3 persons. On communion Sundays, pass out communion cards (one per family) with the bulletins.
4. Encourage people to sit near the front, but let them sit wherever they wish. The balcony is generally reserved for choirs.
5. Know where certain things are located:
 - Fire Extinguishers
 - Restrooms
 - Rainbow bags for preschoolers
 - Sunday School office
 - Extra chairs
 - Nursery for infants and toddlers
 - Large print bulletins and children's bulletins
 - Telephone (press CO3 and dial directly out) in hallway by Room 1.
6. The Personal PA System for persons with impaired hearing is kept in a box on the table under the balcony. Give a receiver to anyone requesting it and explain how to use it. Be sure it is turned off when it is returned to the box. Bring it to the office if it doesn't work properly.
7. If there is a baptism, reserve 1 or 2 pews on left front.

During the Service

1. Try not to seat latecomers during the confession or prayer, tell them that you will seat them as soon as the prayer is complete.
2. Join the congregation in worship, but be alert for any needs that arise. Do any talking in the narthex, not at the back of the church.
3. For communion, station yourself where the captain directs. Ushers should go forward immediately following the Lord's Prayer to invite people to the altar rail. Collect the cards as people are ushered forward. Do not rush people but move them as

expeditiously as possible. If one section gets done early, direct people from another section to fill the empty space. Grape juice is available at the baptismal font in lieu of wine upon request.

4. During the final hymn, open the doors, direct first service people to the adult forum in the fellowship hall. The captain shall count the number of church service and nursery, and record these numbers in the Ushers closet.

After the Service

1. Put away chairs, put hymnals in racks, pick-up discarded bulletins, paper, check the welcome pads, etc. Take any articles for the lost and found to the church office.
2. A carpet sweeper is available in the usher's room for use between services if necessary.
3. Assist visitors to meet the pastors, finding fellowship hall, Sunday School rooms, the church office, etc. Encourage them to sign the guest book if they have not already done so.

Qualifications

Positions are open to men and women, as well as youths at least 14 years old.

Amount of Time Required

First service ushers serve two months per year with possible one or two extra services.

Second service ushers serve three months per year with possible one or two extra services.

When Ministry is Performed

One half hour before service to one-quarter hour after service.

Length of Commitment

One year per commitment

Training Provided

Trained while performing duties, but could have training if enough volunteers involved.

Responsible To

Jan Scoval, Chairperson of Worship Music and Arts Committee

Support Provided

Richard Young

Last Reviewed

November 2006