

Ushering Team Roles and Responsibilities

Ushers play an important role in the Church's Worship Service; when someone walks through the front door or steps out of the elevator, the first people they are likely to encounter are the Ushers. The main responsibilities of an Usher are to:

1. Welcome Sunday service attendees into the sanctuary
2. Greet and orientate visitors and/or newcomers
3. Take attendance and perform a headcount
4. Prop open and close the sanctuary doors
5. Distributing materials or gifts prepared for the service

Time Commitment: 1-2 times per month; arrive by 9:10 am when serving

1. Welcome Sunday service attendees into the sanctuary
 - As people walk through the lobby into the sanctuary, welcome them in with a warm greeting.
2. Greet and orientate visitors and/or newcomers
 - Introduce yourself and ask them if they would like to fill in one of the green "info from you" visitor cards to get better connected with the church.
 - Where applicable, inform them of where the parent room and/or washrooms are located.
 - At the end of the service, approach them to see if they would like to stay for some refreshments in the Fellowship Hall. While in the Fellowship Hall, take this opportunity to introduce them to other members of the congregation.
3. Take attendance and perform a headcount
 - As people enter into the sanctuary, mark them off on the attendance checklist. If they are not on the list, ask for their name and add it to the bottom of the list.
 - Mid-way through the sermon (~10:10 am) take a headcount; if latecomers arrive after this, be sure to update the total headcount.
 - At the end of the service, allow the Usher Coordinator to take a photo of the completed checklist before returning the clipboard to the printer room.
4. Prop open and close the sanctuary doors
 - Before the start of the service prop open the sanctuary door by the lobby. Close it during prayer but keep it open at all other times until the sermon starts. At the end of the service, prop open the sanctuary doors by the Fellowship Hall.
5. Distributing materials or gifts prepared for the service
 - eg. sermon notes, communion, Father's/Mother's Day gifts