



USHER RESPONSIBILITIES

General Responsibilities: The Usher is responsible to the Head Usher for the execution of their duties.

Specific Responsibilities: The Usher shall:

- ✓ Be a member of the Emergency Team and assist the Head Usher in carrying out the Fire and Emergency Evacuation & Medical Emergency procedures.
- ✓ **Check the current Usher Schedule for assigned dates to serve.**
- ✓ **Be prompt 15 minutes before the service starts;** report to the Head Usher to receive instructions on responsibilities for the service.
- ✓ **Greet worshipers at the entryways by name whenever possible. Assist guests as needed.**
- ✓ Assist Head Usher in seating congregation, passing offering plates, serving Lord's Table elements, counting attendance, and other duties assigned by the head usher. **When seating congregation, please ask everyone to move toward the center of each section to ease the seating process, particularly for guests.**
- ✓ Close the entry doors once the announcements have started.
- ✓ Assist Head Usher in counting the dollar amount of loose bills and coins given in the offering when requested. The offering envelopes and checks are not counted by ushers. Place cash, offering envelopes, and checks inside the collection envelope. Place response cards (communication cards, registration forms, etc.) in the wall bin outside of the pastor's office. Initial/sign the offering slip when you are finished counting the offering.
- ✓ **Assist the Head Usher in controlling any unnecessary noise or disturbances during the worship service (for example: crying babies, noisy children, etc.). One usher should remain in the rear of the auditorium during the remainder of the service to assist if any emergency should occur or to handle disturbances.**
- ✓ Wear your Usher identification badge until the end of the service so that you can be easily identified to assist worshippers as needed throughout the morning.
- ✓ Find a replacement Usher if you are unable to make your assigned date. Notify the Head Usher of your group when replacement is necessary.
- ✓ Attend Usher training meetings (three times a year, usually on a Sunday morning)
- ✓ Contact the Head Usher of your team or Ron James, by phone at home (867-1109), cell (434-6435) or e-mail at wrxjames@cox.net, if you have any suggestions or usher schedule problems.

Time Commitment: Each Usher commits to serve at one worship service a month. Ushers may choose the service (9AM or 10:45AM) and the week of the month (1st, 2nd, 3rd or 4th) they will normally serve. On months with five (5) Sundays, each team will alternate serving the extra Sunday.