

Usher

Role and Responsibilities:

First impressions are so very important when someone enters our church. The ushers should greet everyone with a **warm friendly smile**. Being available to help give direction and information as needed, always with a **servant's heart**.

{ John 12:26 Whoever serves me must follow me; and where I am, my servant also will be. My Father will honor the one who serves me. NIV }

Usher Responsibilities:

1. Arrive 30 minutes prior to service
Prayer in Room #1 8:30am for 1st service, 10:30am for 2nd service.
Check in with head usher. (This will be Dale Fite at the 9am service or Steve Bonner at the 11am service. If one of them are not there, the person assigned to the front door will be the contact for that day.)
2. Get bulletins, take assigned positions.
One bulletin per family.
3. Welcome arriving congregation with a smile.
4. Be alert and keep an eye open for issues that may need your attention.
5. Be available for the offering or special offerings as directed by pastor.
6. Straighten up pews after each service.
Replace envelopes and pens in pews as needed etc.
7. After offering at least one usher is to remain in lobby area to offer any help that may be needed.
8. In the winter the usher is to shovel snow and place salt on walk ways.
9. Be available to help the elderly and handicapped out of their cars and into the church.

10. One board member and one usher are to count offering. Be sure to place offering in the safe. Always have two people place offering in the safe.
11. Maintain supplies at the Altar.
Tissues, decision cards, tracts, sharp pencils.
12. Dress code.
Clean dress slacks. (not blue jeans or shorts.)
Clean pressed shirts. (not tee shirt type tops)

13. Try to seek out any new visitors and introduce ourselves and pastors if possible. Be sure to tell them your name and ask for theirs. (First impressions are very important)

The schedule will be for a three month period

If ushers can not make their designated time, it is the usher's responsibility to find a replacement. If no one can be found for a replacement then call the lead usher. A list of names and telephone numbers will be attached to each quarter's schedule

It's our goal to make ushering a ministry not a job. It is important to maintain a *servant's heart* at all times in our capacity as ushers.
{2 COR 9: 12,13 The service that you perform is not only supplying the needs of God's people but is also overflowing in many expressions of thanks to God. Because of the service by which you have proved yourselves men will praise God for the obedience that accompanies your confession of the gospel of Christ and for your generosity in sharing with them and with everyone else. NIV}

Usher signature: _____

Date: _____