



Usher Roles and Responsibilities

ROLES: To provide an environment for a meaningful worship service for all those in the sanctuary. The ushers oversee and direct the smooth flow of the worship service.

DRESS CODE: Please wear a clean shirt and be mindful of any sayings and logos. For example, “I’m with stupid”, Budweiser, Jack Daniels, Big Johnson logo, etc. If you wear shorts, make sure they are appropriate and look nice. Your usher tag must always be worn and visible.

RESPONSIBILITIES:

If you cannot fulfill your duty on the Saturday afternoon or Sunday morning you are scheduled to serve, please find a substitute to serve for you in your absence. In addition, please notify Joe or Jenny Loomis (contact Brian if you cannot get a hold of Joe or Jenny) at least 24 hours in advance and let them be aware of the change.

Before service:

- Arrive 20 minutes before the worship service begins (8:40 for the 9:00 AM service and 10:25 for the 10:45 AM service).
 - ✓ For those serving in Amboy on Saturdays, you must arrive at **3:45pm** to assist in the setup of the Jr. High School. You will then need to be ready to perform your ushering duties by 4:40pm.
- Check in with Joe, Jenny, or Brian, pick up your usher tag, receive any special instructions (if necessary) and pray.
- Under direction/with Joe, Jenny or Brian, survey worship area to ensure all the chair rows are straight and orderly (especially in second service). Also verify that the worship area is prepared for and generally presents an appropriate place of worship.
- Begin to usher no later than 15 minutes prior to the start of the worship service.
- Position yourself by the greeter. When first time guest(s) arrive and after they are greeted, escort the person(s)
 - ✓ If they have young children, show them the children’s church room and the nursery area. Also make them aware of the restroom facilities and the refreshments table.
- Escort attendees all the way to the row where the seating is to take place (DO NOT POINT).
 - ✓ Be aware of available seating.
 - ✓ Identify the size of the party.
 - ✓ Close up gaps and breaks (These gaps and breaks create substantial difficulties when receiving offering and serving communion).
 - ✓ Be aware of saved seats.
 - ✓ If seats are in the middle of the row, ask the person(s) on the end to excuse the attendees being seated.
- If possible, seat people with small children at the back of the sanctuary, even if additional chairs need to be set up. This will allow the parent and child to exit the service quickly if needed.
- Keep all aisle ways and traffic areas clear of congestion.
 - ✓ If necessary, direct people who congregate in these areas toward other areas, or escort them to a seat.



During service:

- Maintain control of worship/seating area.
- Close sanctuary entry doors when the music starts.
- Assist with coordinating communion, especially for late arrivals.
- Seat people as per the seating instructions listed above.
- Be aware of seating needs of greeters.
 - ✓ Assist/escort greeters to seats in worship service.
- *As this is a very reverent time, no one should be seated during the communion meditation, prayer, or the passing of the communion.*
 - ✓ Direct attendees to wait in the back, ensure them they will receive communion.
 - ✓ Direct servers to those who are waiting in the back.
 - ✓ Seat them quickly and quietly during offering time.
- Always stay aware of the environment.
 - ✓ Investigate and eliminate all noises and distractions.
 - ✓ Refer to Joe, Jenny, or Brian if necessary.
- Provides count of everyone in sanctuary, children's church, and nursery.
 - ✓ Utilize count sheets located in Hospitality tray in Marci's office (see Joe, Jenny, or Brian if you cannot find them).
 - ✓ Count should be taken at the beginning of the message once everyone is seated.

After service:

- Assist in transition to next service (Sunday Ashton Campus only).
 - ✓ Return the worship area to worship readiness by picking up papers, bulletins, cleaning up any spills, etc.
 - ✓ Straighten chairs.
- Please assist with tear down and clean-up (Saturday Amboy Campus only)
- Return your usher tag to Joe, Jenny, or Brian before leaving.