

USHER

Role Description

Vision: CrossPoint is a community helping people trust and fully follow Jesus.

Objectives:

- Intentionally serve and model hospitality to the church and greater community so people would pursue next steps to trust and fully follow Jesus.
- Be an intentional part of helping people identify their gifts in service.

Requirements:

- Live a lifestyle that honors Christ and is a positive example to others
- Commits to the vision of CrossPoint
- Committed to, aligned with, and in faithful support of CrossPoint through attending, serving, and giving.
- Has a cooperative spirit and a willingness to follow, lead, and be united with team members and team lead.

Responsibilities:

- Arrive 35min prior to the service starting. Be in your position with your nametag on **30min** before the service starts (people arrive early!).
- Greet individuals in the Worship Center with a friendly, welcoming, and hospitable spirit.
- Get usher bag and counting sheet from Welcome Center drawer.
- Help seat people entering service (especially late comers).
 - Ask how many seats they need and help them feel comfortable and welcomed. As you walk up and down the aisles, invite folks already seated to create space for more folks needing seats.
 - Watch for seating especially as the service starts.
- Once everyone is seated, take a headcount of the service and record on sheet. Attach this count sheet to Carly's box or put on front office desk.
- After each service before collecting the offering, please do a brief walk through of the rows to collect leftover welcome cards, coffee cups, or other forgotten items (these can be taken to the Welcome Center). We want to show hospitality by having a clean space for the next gathering!
- After each service, go to each giving box in the Worship Center and in the cafe area/hallway. **With a security team member**, use the code and collect donations/cards and put them in the usher bag. With the security team member, take everything to the Executive Pastor's office and fill out a deposit form. Separate money envelopes, count the loose cash and record numbers on the form. Put everything in the designated service time envelope and put in the safe. Close the safe, but do not lock it until after the 3rd service count.

Relationships:

- Serves closely with cafe team and other areas of the hospitality team
- Receives COVER from Team Lead

Commitment:

- One year with evaluation and recommitment in June

Name: _____ Signature: _____ Date: _____

