

Usher Ministry

Community Bible Church

Lead Usher Responsibilities

1. Recruit and train men and women to serve as ushers.
2. Schedule ushers to serve in each of the two worship services, distributing the schedule to everyone involved.
3. Communicate needed information to the ushers to help them serve effectively.
4. Work with the church staff to deal with matters related to the usher ministry.
5. Work with the leader of the Safety Team so ushers know their role in emergencies.

Usher Responsibilities

1. Let the Lead Usher know if you are not available to complete your assigned duty, and communicate any late arrival.
2. Be on duty and ready to serve a minimum of 20-25 minutes before the start of the service
 - a. Review the order of service posted on the Information Desk to see how the service will begin. See any notes for the ushers from Pastor Tim written on the order of service.
 - b. Check the worship center and room to be sure all is ready
 - i. Gather any items left behind from previous service
 - ii. Discard any trash
 - iii. Make sure there are enough envelopes on side of giving boxes.
 - c. Report to your assigned responsibility and location according to the schedule
 - i. Condition of sanctuary
 - ii. Assist with seating
 - iii. Count and record attendance
3. Assist attendees in locating a seat
 - a. When service starts, close the doors. **Ask people to wait to be seated if the congregation is praying or Scripture is being read.** (Check order of service to know how the service will begin. If there is a live prelude, close the doors after the prelude ends.)
 - b. Two ushers should be available to assist latecomers up to 10 minutes after the start of service.
4. 15-20 minutes into the service fill out attendance records
 - a. Count in the following areas:
 - i. Worship center (include the people on platform)
 - b. Note: It is no longer necessary to count those in the nursery or Discovery.
 - c. Complete the "Sunday Morning Attendance Record" found in the Information Center Desk c and place on Renee's desk. Indicate the service time in which you are serving.
5. After the service

- a. If extra chairs have been used, be sure they do not impede people leaving the sanctuary – move or stack them as necessary.
- b. Once the sanctuary is clear, check each row for trash and items left behind (personal items can be taken to the Information Center). Straighten chairs if needed. A cordless vacuum is also available in the office. (This isn't necessary following the last service.)
- c. On Sundays when communion is observed, collect, and dispose of the used cups.

6. General

- a. Appearance – clothes should be clean and neat; hands/fingernails clean; use breath mints as needed
- b. Maintain a welcoming, gracious, and non-judgmental attitude
- c. It is critical to be on time.
- d. Smile and greet people by name if you know them.
- e. Wear the orange Lanyard (available at the Information Center Desk)
- f. Notify the tech team of any needed lighting, temperature, video, or sound adjustments.
- g. Be sensitive and alert to the needs of people during the service (someone is ill, disruptive children, medical emergencies, needs of the pastor or others on stage)
- h. Inform the lead usher of usher ministry issues

7. Emergencies

- a. If emergency evacuation is required, the Safety Team will serve as the primary lead but ushers should assist making sure exits are opened and kept clear so everyone can leave in a safe and timely manner.
- b. If shelter-in-place is necessary, work with Safety Team members to ensure people are guided to the designated shelter area.
- c. Be especially mindful of helping those with mobility issues

8. Assist the lead usher in recruiting new team members.

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