

ROLE: Usher

ROLE DESCRIPTION: Create a warm, comfortable, inviting atmosphere as people gather for worship.

REASON: People who are set at ease as they enter the Worship Center are more spiritually receptive.

REPORTS TO: Head Usher (First Impressions)

Our Mission: Building relationships, seeing Jesus transform lives.

REQUIREMENTS:

- Application
- Regular attendee
- Training

RESPONSIBILITIES:

1. Check email weekly for important info and updates.
2. Arrive 30 minutes before service begins.
3. Pray for Gods' leading.
4. Wear nametag.
5. Check with Head Usher for tasks and responsibilities (offering, post-service clean up, sorting the offering.)
 - a. Check door assignments.
 - b. Check for any service updates.
6. Be aware of First Aid kit located in Coat Room (RV) / Kitchen (WB).
7. Have kid's activity bags readily available for young children.
8. Welcome each person with eye contact, a smile, and a kind word.
9. If someone appears new, invite them to take the 10-Minute Tour following the service.
10. Once music starts, close one door at each entrance. (This helps people move into the Worship Center.)
 - a. Station one usher inside the doors and one outside the doors.
 - i. Inside usher actively seats people. Check for open seats during downtime.
 - ii. Outside usher hands out Worship Folders and opens doors for people.
 - b. After the first song, close both doors completely, keeping one usher inside and one outside.
 - c. Open and close doors for people, as needed.
 - d. If someone is praying or while choir/worship team is leading music, leave doors closed until they are finished.
11. Stay at post until Head Usher dismisses you, usually at the beginning of the sermon.
12. Count attendance when the sermon begins, and record all information on the attendance sheet.
 - a. Note if we are short Worship Folders. Estimate how many more are needed, and note additional amount needed on attendance sheet.
 - b. Count everyone—including babies.
 - c. Count people in Worship Center only.

13. Collect offering at the appropriate time.
 - a. During the offering song, wait until music starts before walking toward the front to pass the baskets.
 - b. Communion Services:
 - i. Offering baskets are up front for the general offering.
 - ii. Community Care Fund is received at the doors as people are leaving the service.
14. Following the service, assist with the following.
 - a. Two ushers (not related to each other) are needed to sort offering and secure in the safe.
 - b. Clean up Worship Center.
 - i. Take items found to Lost & Found located in Coat Room (RV) / by Coat Racks (WB).
 - ii. Pick up any trash.
15. Return nametag.
16. If unable to fulfill your volunteering time, find your own replacement and notify Team Captain.
17. Be on the lookout for additional First Impressions Team volunteers. Invite them to join you.
Coordinate with Community Life Director.
18. Recommended attire is nice casual—neat, not sloppy.
19. Time Commitment: 1-2 hours per month.

REWARDS:

1. Satisfaction from helping those needing assistance.
2. Use your gifts to help Calvary accomplish its mission: Building relationships, seeing Jesus transform lives.

RECOMMENDED GIFTS:

- Helps
- Hospitality