

Position**Ushers****Purpose of Position**

1. Ensure that sanctuary is ready to worship God
2. Share bulletins as people enter the sanctuary
3. Participate in worship

Responsibilities

1. Arrive thirty minutes before worship. Lead Usher will arrive at 9:45 to unlock doors (this will happen as we receive more keys; for now the doors will be open).
2. Turn on lights in entry hallway, bathrooms, and fellowship hall.
3. Open both doors to sanctuary. Turn on lights.
4. Check the sanctuary for debris. Perform tasks to ensure sanctuary is ready—align chairs, stock back of chairs with pens and offering envelopes. (John Ivers is handling this on Saturdays right now)
5. Check with Pastor to see if ushers will do any special tasks during worship
6. Add additional inserts into bulletins if needed.
7. Prepare Children’s bags. Distribute children’s bags to all families with children
8. Greet people at the sanctuary door. Hand people bulletins.
9. Receive candle lighter from Acolyte when person is done using it.
10. Be ready to assist people if help is needed during worship.
11. Sit at the back of the sanctuary. Lead Usher takes headcount during worship.
12. Take collection; bring collection forward during the doxology. Put collection on Communion Table.
13. At end of worship, open back wall up to the fellowship area.
14. After worship clean up the sanctuary. Make sure all candles are extinguished using candle lighter.
15. Let staff know of any issues that came up during worship.

*During worship if a child wanders in from the nursery or Sunday school, please help escort this child back to the fellowship hall.

Qualifications

1. Understand the Core Value of Hospitality as Chain of Lakes has defined it
2. Willingness to greet people
3. Ability to think on your feet and perform tasks

Amount of Time Required

Thirty minutes before worship; Lead Usher opens 9:45 a.m.
Length of worship service
Ten minutes after worship

When Ministry is Performed

Sunday mornings or during special events

Length of Commitment

Maximum of once a month. Option to stop.

Responsible to

Worship Team

Support Provided

As requested

Spiritual Gifts

Hospitality, Encouragement, Helps (Serve)

CURRENTLY we are combining this position with those who also help as Hospitality.