

**Position****Lead Usher****Purpose of Position**

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

**Responsibilities**

1. Arrive at 9:45 a.m..
2. Turn on lights in entry hallway, bathrooms, and fellowship hall.
3. Adjust thermostats in sanctuary, fellowship hall and by bathrooms. 70° Winter; 78° Summer
4. Get out lighter/snuffer and extra lighters. Put lighter/snuffer and one lighter on Hospitality Table, and the other lighter at the Prayer Station.
5. Open both doors to sanctuary. Turn on lights.
6. Check the sanctuary for debris. Perform tasks to ensure sanctuary is ready—align chairs, stock back of chairs with pens and offering envelopes as needed.
7. Place a clean cup of fresh water under the pulpit for Pastor or speakers.
8. Check with Pastor to see if ushers will do any special tasks during worship
9. Distribute children's bags to all families with children.
10. Greet people warmly at the sanctuary door. Hand people bulletins.
11. Receive candle lighter from Acolyte when person is done using it.
12. Be ready to assist people if help is needed during worship.
13. **Sit at the back of the sanctuary.** Take headcount during worship (paper provided) then give to Pastor Paul at end of worship.
14. Take collection; bring collection forward during the doxology. Put collection on Communion Table.
15. At end of worship, open back wall up to the fellowship area.
16. After worship clean up the sanctuary. Make sure all candles are extinguished using candle snuffer.
17. 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: We will go out of our way to welcome people as Jesus welcomed them, with an open heart and open arms.
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)