

# Usher Team Leader

## First Impressions Team

### Position Description:

The First Impressions Team exists to ensure that every person entering the building is greeted and that guests are offered assistance, as appropriate, so that everyone feels important and welcome and is able to find his or her desired destination easily.

The Usher Team will regularly participate in worship services and will assist with literature distribution; welcoming, directing and seating guests and others as needed; and collecting offerings.

The Usher Team Leader gives leadership to the Usher Team and ensures that the team members are performing their tasks effectively.

### Position Details:

- Position Type: Volunteer
- May Be Filled By: Church Member
- Minimum Maturity Level: Growing Christian
- Spiritual Gifts: Administration - Teaching
- Best Personality Traits: Dependable - Hospitable - Leader
- Length of Service Commitment: 1 Year Minimum
- Anticipated Time Commitments: 1-2 hours per week serving (more during special events) & 1 hour per month training.

### Essential Duties & Responsibilities:

- Assist First Impression Team Leader in recruiting and coordinating schedule of the Usher Team.
- Organize and distribute schedule to Usher Team at least one month in advance. Schedule should clearly define the designated position/post of each usher.
- Organize and provide necessary equipment for services and events making sure that the Ushers Team is stocked with necessary equipment, materials and information for all services and/or special events. (*i.e. pens, bulletins, handouts, badges, communion elements, offering envelopes*).

- Submit a check request for all needed items (i.e. When offering envelopes are getting low, submit your request in plenty of time for the appropriate personnel to order the items. No less than two weeks before needed.)
- Purchase items as delegated by First Impressions Team Leader, such as communion elements, after following procedural order of obtaining an approved check request from First Impressions Team Leader.
- Complete tasks of a Usher Team Member as follows:
  - Attend worship services with identifying name badge.
  - Greet individuals coming into the church service and distribute print materials (i.e. bulletins, handout) Be especially sensitive to watch for and welcome guests.
  - Serve as a seating specialist. Assist guests, members and latecomers with seating. Encourage regular attendees to sit closer to the front to accommodate guests in the back should they prefer it.
  - Distribute special literature as called upon, such as guest packets, bulletins, sermon outlines, tracts, etc., during service.
  - Distribute communion elements when needed.
  - Collect tithes and offerings and leave them with the appropriate person.
  - Offer directions when needed.
  - Open doors and assist guests, elderly and disabled individuals as needed.
  - Discretely keep disturbances to a minimum. If necessary, escort people out of the service to appropriate destination (i.e. If a baby is continuing to cry, kindly ask them to allow you to escort them to the nursery.)
  - Protect the platform and assist during the altar call with modesty.
  - Maintain a sense of community among Team Members and promote a positive image of the church.

### **Skill and Experience:**

- Able to stand for periods of time
- Enjoy greeting and seating people
- Excellent organizational & communication skills

